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ABSTRACT

The catalog describes jobs performed in business and industry by persons with disabilities. Each job described is performed by a specific disabled individual. Job descriptions are indexed by disability and job title. Each job description specifies the type of job, the disability of the person performing the job, company information (e.g., company name and description, number of employees, and a contact person), job requirements, job information (e.g., wages, benefits, work schedule, work setting, probationary period, employment history, physical demands, environmental conditions, training period, and amount of supervision); significant duties (e.g., leadership/managerial, problem solving or writing tasks, manual/perceptual tasks); and special considerations (e.g., limitations, special training, job accommodations, personal strengths). After the job descriptions, a section provides the employer perspective on employing persons with disabilities in discussions of such topics as hiring versus employing, employer satisfaction, attributes and competencies of disabled workers, attitudes of employers toward disabled workers, and job accommodations. The last section lists resources for job replication including organizations, publications, and training programs. Appended are a job replication form for providing additional job descriptions. (DB)

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JOBS

REPLICATING JOBS IN BUSINESS & INDUSTRY FOR PERSONS WITH DISABILITIES

Volume 3

Vocational Studies Center
School of Education • University of Wisconsin–Madison

EC 212120

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VOLUME THREE

Replicating Jobs In Business and Industry for Persons with Disabilities

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School of Education
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March, 1988

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Section I

Catalog Purpose and How to Use

PURPOSE

This publication provides information about jobs performed in business and industry by persons with disabilities. It is important for people with disabilities to have role models that will help raise their vocational aspirations and expectations. Exemplary employment models are also needed by teachers, counselors, job placement personnel and employers who work with people who are disabled. Each job described in this catalog is performed by a specific person who is disabled. Readers should not conclude that such jobs are the only ones which persons with similar disabilities could perform, although these jobs might be replicated for persons with similar disabilities. Each description can be used to stimulate thinking about additional jobs which persons with disabilities could perform. Keep in mind that that key factors in matching jobs to persons with disabilities are a person's interests, abilities and aspirations.

The job descriptions in this publication are cross referenced by disability and job title. These jobs show that persons with disabilities are performing at levels above many people's expectations. These jobs are performed by persons with many different types of disabling conditions and levels of severity. Some jobs included in this publication show that persons with severe disabilities can work full time, receive employment benefits and achieve vocational independence.

The information on each job description in this catalog was provided by employers, employees who are disabled, job placement specialists and other interested persons. The Jobs Replication Form which was used to obtain information on job descriptions in this catalog can be found in Appendix A page 217. Please see Appendix B on page 223 for information on how you can help us obtain additional job description on jobs which persons with disabilities are performing in business and industry.

HOW TO USE THIS VOLUME

Potential users of this catalog include persons with disabilities, special educators, vocational instructors, rehabilitation counselors, job placement and job development counselors, employers and others. Each job description specifies the type of job, disability of the person performing the job and five areas of job information.

1.	Company Information	company name and description, number of employees, and the name of a person to contact for more information
2.	Job Requirements	academic credentials, work experience, examinations and other job requirements
3.	Job Information	wages, benefits, work schedule, work setting, probationary period, employment history, narrative description, physical demands, physical activities performed, environmental conditions, special conditions, work group, standard training period and standard amount of supervision

4. Significant Duties	leadership/administrative/managerial, tasks in the areas of problem solving/reasoning, computers, mathematics, writing, reading, communication, manual/perceptual tasks and other significant duties or job features
5. Special Considerations	limitations, special training, job accommodations, personal strengths and financial incentives for hiring

This catalog presents a cross section of jobs which persons with disabilities perform. Many other persons with disabilities may achieve on a level equal to those whose jobs are described, or learn to perform jobs of greater difficulty and reach higher plateaus. Teamwork, coordination and cooperation among all involved in the education, placement and employment of persons with disabilities are needed if persons with disabilities are to achieve their full potential. Listed below are some ideas of how specific groups and individuals might use this catalog of jobs.

Persons with Disabilities

- provide direction about specific job areas
- help secondary and postsecondary students be aware of specific job requirements, duties and conditions
- use when planning a course of study at the secondary or postsecondary level
- help identify skills and interests
- use as an incentive for training, promotion or to expand knowledge about successful employees
- expand thinking about what jobs successful people with disabilities are doing in business and industry
- use as a reference during the job search process
- use to inform prospective employers about needed accommodations
- use to identify agencies which might supply support services or assist in obtaining a job
- stimulate thinking about career changes and job advancement

Special and Vocational Educators

- use as examples in a career development curriculum
- use as a tool to develop on the job training sites

- use with students in individual counseling sessions to help them become aware of their potential

- use to show students the diversity of jobs which people with disabilities perform

- supplement career information systems

- use in the preservice and inservice training of regular teachers in order to expand their thinking about the range of jobs that students with disabilities might perform

- use with employers in discussing the capabilities of students with disabilities

- use as a base for replicating specific jobs in local businesses

- use to compare similar job titles but different duties

- use with parents to stimulate realistic vocational goals for their son or daughter

Job Placement and Job Development Counselors

- use to stimulate and expand thinking about job possibilities for persons with disabilities

- use to replicate a specific job for an interested person who is disabled

- use with employers to establish credibility that the specific job is being performed by a person who is disabled in a similar place of business

- use as a guide to match skills with possible jobs

- use in staff development training

- use to supplement and reinforce a job matching program

- use to find or develop similar jobs in the local community

- use the contact persons as additional resources

- use as a guide on job accommodations to maintain an employee on the job

- use as a model for developing additional job descriptions

Employers

- review for ideas on job accommodations that other employers have made for persons with disabilities
- review to stimulate thinking about jobs that persons with disabilities might perform in employer's company
- use in company training programs and internal publications to relieve employee anxieties about the performance capabilities of persons with disabilities
- use to replicate a job which exists in a similar work situation in another company or another location of the same company

Guidance Counselors

- use as examples during individual and group counseling to encourage students with disabilities to develop and use their educational and employment potential and to expand their career interests
- use as role models to show what others are doing
- use to help students with disabilities set goals for education and employment
- distribute to other staff members in order to increase their awareness of the employment possibilities for students with disabilities
- use in conjunction with computer assisted counseling programs

Teacher Educators

- provide examples to prospective teachers in order to expand their thinking about jobs that their students are capable of performing
- use as an inservice tool to stimulate and expand the thinking of teachers and administrators as to the jobs that students with disabilities can and are performing
- use as a guide to learn about accommodations that employer have made for persons with disabilities
- review the jobs being performed by persons with disabilities to gain insight into possible revisions needed in the teacher education program

Parents

- study the contents in order to stimulate thinking about possible jobs for which their disabled son or daughter may prepare

- use in the development and implementation of the IEP and as an aid in the school to work transition

- use as a discussion tool to help their son or daughter in selecting courses needed to achieve education and career goals

- stimulate job leads and opportunities for the teacher or job developer

- use as a source of information on jobs and duties performed by persons with disabilities

- use as a reference on how job accommodations are used to maintain an employee on the job

Listed below are some ideas on how this Jobs Catalog can be used to increase the vocational and career aspirations and expectations of persons with disabilities.

1. Special and vocational educators can use the listed jobs as a resource to raise their expectations and the expectations of their students. Students can see what other persons with similar disabilities are accomplishing. If a student is not interested in the specific job or jobs listed, he or she should be made aware that perhaps similar accommodations could be made in a job in which they are interested.

2. Parents of handicapped individuals can use these jobs to stimulate their own thinking about the jobs which their sons or daughters might perform.

3. Handicapped youth can use the job descriptions to stimulate their thinking as to the type of jobs they would like to do. Handicapped youth might be encouraged to explore jobs in which they had an interest but no incentive to pursue. The awareness levels of job possibilities and career options will be improved.

4. Use as resource in the training of job development and job placement counselors.

5. The special considerations section can be used as a resource to explore appropriate accommodations for handicapped persons.

6. Use in teacher education preservice and inservice classes to show the diversity of job opportunities for students with handicaps.

7. Use with employers to provide stimulation as to the possibilities of how they might employ handicapped persons. An employer would not need to have the exact job indicated. An employer's ingenuity and imagination might be triggered by reviewing actual jobs. The examples may help employers overcome their anxiety in hiring handicapped persons. Job listings may stimulate employers to consider hiring handicapped individuals in a position in which they previously thought impossible.

8. Used in counseling handicapped youth. Teachers and counselors may need to read and interpret the information for the handicapped student.

DICTIONARY OF OCCUPATIONAL TITLES

The DOT numbers assigned to Volume III job descriptions are from the Dictionary of Occupational Titles, Fourth Edition, 1977. This edition contains approximately 20,000 jobs based on more than 75,000 onsite analyses conducted from 1965 to mid 1970s and on extensive contacts with professional and trade associations.

Background Information on the DOT[1]

The Dictionary of occupational Titles is an outgrowth of the needs of the public employment service system for a comprehensive body of standardized occupational information for purposes of job placement, employment counseling and occupational and career guidance, and for labor market information services. In order to implement effectively its primary assignment of matching jobs and workers, the public employment service system requires a uniform occupational language for use in all of its offices. This is needed to compare and match the specifications of employer job openings and the qualifications of applicants who are seeking jobs through its facilities.

The Occupational Code Number

The first item in the DOT occupational definition is the 9-digit occupational code. In the DOT occupational classification system, each set of three digits in the 9-digit code number has a specific purpose or meaning. Together, they provide a unique identification code for a particular occupation which differentiates it from all others.

The first three digits identify a particular occupational group. All occupations are clustered into one of nine broad "categories". The nine primary occupational categories are listed below:

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[1] U.S. Department of Labor (1977). Dictionary of Occupational Titles. Washington, D.C., Employment and Training Administration.

0/1	Professional, Technical, and Managerial Occupations
2	Clerical and Sales Occupations
3	Service Occupations
4	Agricultural, Fishery, Forestry, and Related Occupations
5	Processing Occupations
6	Machine Trades Occupations
7	Bench Work Occupations
8	Structural Work Occupations
9	Miscellaneous Occupations

The second digit refers to a division within the category. The third digit defines the occupational group within the division.

The middle three digits of the DOT occupational code are the worker functions ratings of the tasks performed in the occupation. Every job requires a worker to function to some degree in relation to data, people, and things. A separate digit expresses the worker's relationship to each of these three groups. Worker functions involving more complex responsibility and judgment are assigned lower numbers in these three groups while functions which are less complicated have higher numbers.

The last three digits of the occupational code number indicate the alphabetical order of titles within 6-digit code groups. They serve to differentiate a particular occupation from all others. A number of occupations may have the same first six digits, but no two can have the same nine digits.

The full nine digits thus provide each occupation with a unique code suitable for computerized operations.

Section II

Job Descriptions

JOBS

JOBS Indicates a new job description.

Academic Advisory - Specialist

Cerebral Palsy

D.O.T. #045-107.010

Company Information

Company Name
University of Wisconsin
Eau Claire, WI 54701

Description of Company
Education
Teaching, research, service

Number of Employees
1175 total company
1175 this site

For more information, contact
Mark C. Olsen, Acting Director
(715) 836-3487

Requirements of This Job

Academic Credentials Required
Master's degree

Work Experience Required
University setting
Counseling and/or teaching

Examinations Required
TB screening

Other Job Requirements
None

Job Information

Wages
$2,240 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8+ hours a day
7:45 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
None

Employment History
9 years with company
9 years in this position

Narrative Description
Understands student needs; provides accurate academic and career information; assists and stimulates students in adjustment, personal growth, and decision-making.

Physical Demands
100% sedentary work

Physical Activities Performed
See, manipulate documents, sign forms, listen and speak

Environmental Conditions
None

Special Conditions
High level of stress
Decisions affect others lives

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
Learn on the job

Standard Amount of Direct Supervision
Minimal

Academic Advisor - Specialist

Cerebral Palsy

Significant Duties

Leadership/Administrative/Managerial

Implement company policies
Represent the company at internal functions

Problem Solving/Reasoning Tasks

Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Recognize the effects of changing quantity or quality of materials
Collect and organize information
Analyze and synthesize information
Identify alternative approaches/ solutions
Review progress periodically
Evaluate for accuracy and completeness
Correct deficiencies
Summarize and draw conclusions
Devise new ideas and better work methods
Offer judgments

Computer Tasks

Access data from computers

Mathematical Tasks

Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+,-,x,/)
Use numerical values from charts, diagrams, tables
Calculate averages

Writing Tasks

Write legibly
Complete forms accurately
Write sentences in standard English
Organize, select, and relate ideas in writing
Produce intelligible written documents
Identify and correct errors in writing
Prepare recommendations

Reading Tasks

Identify work-related symbols/signs
Read simple directions
Read technical information

Communication Tasks

Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations
Report accurately what others have said
Give clear oral instructions and directions
Explain activities and ideas clearly
Effectively present information to groups
Explain activities and ideas clearly
Advise, counsel

Manual Perceptual Tasks

None

Other Significant Duties or Job Features

Motivate behavior; identify personal problems of others

Special Considerations for This Worker

Limitations

Carrying, lifting, grasping, fingering, limited stamina, climbing, kneeling, squatting

Special Training

None

Job Accommodations

Accommodations for dictating letters, reports, etc., provided by employer due to employee's writing ability.

Personal Strengths

- Perceptive understanding of others
- Knowledge of academic and career requirements
- Good communication, advising, counseling skills

Financial Incentives for Hiring

None

Other Job Replication Factors

Potential need for assistance/ accommodations should be based on employee's limitations. But the most important factor is a willingness to hire.

Accountant

Epilepsy

D.O.T. #160.167-010

Company Information

Company Name
Clover Park School District
10020 Gravelly Lake Drive
Tacoma, WA 98499

Description of Company
Public school district

Number of Employees
2,000 total company
2,000 this site

For more information, contact
Ronald J. Knox
Assistant Administrator for Personnel
(206) 756-8217

Requirements of This Job

Academic Credentials Required
Bachelor's degree, master's degree

Work Experience Required
Accounting experience necessary

Examinations Required
None

Other Job Requirements
Bondable, tests

Job Information

Wages
$15,590 per year

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Medical insurance
- Dental insurance
- Life insurance
- Vision insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
90 days

Employment History
Approximately 1 year with company
Approximately 1 year in this position

Narrative Description
Performs accounting functions in Financial Services Department.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, stoop, sit, turn, see, hear, finger dexterity

Environmental Conditions
None

Special Conditions
High rate of production
Precision/quality

Work Group
Small group

Standard Training Period
14 days

Standard Amount of Direct Supervision
Minimal

Accountant

Epilepsy

Significant Duties

Leadership/Administrative/Managerial

- Implement company policies

Problem Solving/Reasoning Tasks

- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks

- Enter data into computers
- Access data from computers
- Perform word processing

Mathematical Tasks

- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Writing Tasks

- Copy accurately
- Write legibly
- Complete forms accurately
- Organize, select, and relate ideas in writing
- Produce intelligible written documents

Reading Tasks

- Read simple directions
- Read technical information

Communication Tasks

- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Explain activities and ideas clearly

Manual Perceptual Tasks

- None

Special Considerations for This Worker

Limitations

Low frustration tolerance, limited stamina

Special Training

None

Job Accommodations

Followup services provided by referral agency to the employer (minimal cost).

Minimal additional monitoring of employee with epilepsy provided by employer (minimal cost).

Employer allows employee to use sick and personal leave after seizure period(s) (minimal to moderate cost).

Instruction to employer on care of employee provided by referral agency.

An agency person(s) is available when necessary during work time.

Personal Strengths

Dedication
Accuracy
Dependability

Financial Incentives for Hiring

None

Other Job Replication Factors

A referral agency familiar with the disorder and willing to perform medical review, background check and skills analysis is critical.

Applications Engineer

Blindness

D.O.T. #020.062-010

Company Information

Company Name
Raised Dot Computing
408 South Baldwin Street
Madison, WI 53707

Description of Company
Produces computer software and hardware for persons who are blind.

Number of Employees
8 full time, 1 part time total company
8 full time, 1 part time this site

For more information, contact
David Holladay, President
(608) 257-8833

Requirements of This Job

Academic Credentials Required
None, however, employee has a math Ph.D.

Work Experience Required
Relevant computer experience preferred

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$9.00 per hour

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Profit sharing
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
9:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
None

Employment History
2.5 years with company
2 years in this position

Narrative Description
Maintains computer software; develops new applications; resolves details of new computer interfaces; develops new products; writes sections of documentation; and supervises technical support staff.

Physical Demands
98% sedentary, 2% light work

Physical Activities Performed
Sit, hear, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
None

Standard Amount of Direct Supervision
Minimal

Applications Engineer

Blindness

Significant Duties

Leadership/Administrative/Managerial

- Provide leadership
- Develop company policies
- Implement company policies
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Member of board of directors

Problem Solving/Reasoning Tasks

- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks

- Enter data into computers
- Access data from computers
- Perform word processing
- Write programs

Mathematical Tasks

- None

Writing Tasks

- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Reports completed on word processor

Reading Tasks

- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks

- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups
- Use of telephone

Manual Perceptual Tasks

- Use job-specific hand tools and equipment (wide variety of voice & Braille computer tools)
- Operate machine(s) (range of computers and office equipment)
- Use keyboard skills

Special Considerations for This Worker

Limitations

Vision

Special Training

None

Job Accommodations

Employer has the following equipment to conduct business: Thiel, Vera-Braille tape, VeraBraille disk, M-Boss, Versa Point, Cranmer, talking Apples, talking IBMs ($50,000). No additional equipment purchased for employees who are blind.

Personal Strengths

- Strong analytical skills
- National expertise on computer-based equipment for the blind
- Totally dedicated to taking a task to a successful conclusion

Financial Incentives for Hiring

None

Other Job Replication Factors

Unique job prevents replication. This job involves supporting computer products for the blind.

Assembler **Blindness**

D.O.T. #726.684-018

Company Information

Company Name
Physio Control Corporation
11811 Willows Road
Redmond, WA 98052

Description of Company
Medical electronics

Number of Employees
1,150 total company
850 this site

For more information, contact
David L. Jay
(206) 867-4000

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$1,300 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Medical insurance
- Dental insurance
- Life insurance

Work Schedule
Seasonal status
4 days a week, 10 hours a day
7:00 a.m. to 5:30 p.m.

Work Setting
Factory

Probationary Period
90 days

Employment History
8 years with company
6 years in this position

Narrative Description
Performs small 10-12 step assembly jobs, including recorders used in life saving equipment; operates machine and uses tools.

Physical Demands
100% sedentary

Physical Activities Performed
Push, reach, sit, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
Precision/quality

Work Group
Works alone and in small group

Standard Training Period
14 days

Standard Amount of Direct Supervision
Minimal

Assembler

Blindness

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Conduct work activities in appropriate sequence

Computer Tasks
None

Mathematical Tasks
None

Writing Tasks
None

Reading Tasks
None

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Give clear oral instructions and directions

Manual Perceptual Tasks
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment (screwdrivers)
- Operate machine(s) (riveter)
- Set up machine(s)

Special Considerations for This Worker

Limitations
Reading, writing, spelling, mathematics, vision, parts must be delivered to work station, following written directions

Special Training
Supervisor provided introduction to tools. Employee received a grade and wage increase upon completion of the training.

Job Accommodations
None

Personal Strengths
- Dedication to job and company
- Reliable
- Quality work
- Willing to learn new skills

Financial Incentives for Hiring
None

Assembler II

Polio - Walking and Balancing

D.O.T. #726.684-018

Company Information

Company Name
Digital Equipment Corporation
5600 Kircher Blvd. Northeast
Albuquerque, NM 87103

Description of Company
Assembly of cables, modules and computer systems.

Number of Employees
630 this site

For more information, contact
Joe Mercandante, Personnel
(505) 345-7311

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
Electronics preferred (1 year)

Examinations Required
Physical, hearing

Other Job Requirements
None

Job Information

Wages
$6.20 per hour

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:30 a.m. to 4:00 p.m.

Work Setting
Factory

Probationary Period
3 months

Employment History
6 years with company
6 years in this position

Narrative Description
Requires: crimping approximately 15 wires, at both ends; mechanical assembly of parts on metal plate; routing the wires point to point; and torquing required parts and testing.

Physical Demands
50% sedentary, 50% light work

Physical Activities Performed
Push, pull, reach, stoop, sit, turn, see, sense of touch

Environmental Conditions
Hot, cold, dry, wet, noise, moving objects

Special Conditions
High rate of production
Precision/quality

Work Group
Works alone, and in small and large groups

Standard Training Period
40 hours

Standard Amount of Direct Supervision
Minimal

Assembler II

Polio - Walking and Balancing

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Correct deficiencies
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)

Writing Tasks
- Write legibly
- Complete forms accurately
- Write sentences in standard English

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate machine(s)
- Operate job-related power tool(s)

Special Considerations for This Worker

Limitations
- Writing, spelling, lifting, carrying, standing, walking, kneeling, squatting

Special Training
- None

Job Accommodations
- None

Personal Strengths
- Very dedicated
- Puts best efforts into the job
- Willing to try any assignment

Financial Incentives for Hiring
- None

Assistant Editor and Proofreader

Deafness

D.O.T. #132.267-014

Company Information

Company Name
Department of the Navy
Naval Supply Center Puget Sound
Code 21
Bremerton, WA 98314-5100

Description of Company
Purchases materials used by the U.S. Navy and prepares the contract documents.

Number of Employees
480 total company
11 this site

For more information, contact
James W. Pommier, Supervisor
(206) 476-7540

Requirements of This Job

Academic Credentials Required
High school diploma or GED

Work Experience Required
Preferred

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
Information not available

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:30 a.m. to 4:00 p.m.

Work Setting
Office

Probationary Period
1 year

Employment History
2 years, 9 months with company
2 years, 4 months in this position

Narrative Description
Proofreads and edits purchase orders, contracts/awards, purchase order modifications and quotes; inputs data into computer on telex, mailgram, synopsis; and report feeder on IBM PC, and Xerox 860 and IBM MAG II.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, see, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Large group

Standard Training Period
10 days

Standard Amount of Direct Supervision
Minimal

Assistant Editor and Proofreader

Deafness

Significant Duties

Leadership/Administrative/Managerial

- Provide leadership
- Develop company policies
- Implement company policies
- Supervise personnel

Problem Solving/Reasoning Tasks

- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks

- Enter data into computers
- Perform word processing

Mathematical Tasks

- Count
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job

Writing Tasks

- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Identify and correct errors in writing

Reading Tasks

- Read simple directions
- Read technical information

Communication Tasks

- Follow intent of oral directions
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks

- Eye-hand coordination
- Hand work
- Operate machine(s) (office)
- Use keyboard skills

Special Considerations for This Worker

Limitations
Writing, hearing, speaking, following spoken directions

Special Training
None

Job Accommodations
None

Personal Strengths
- Keen eye for details
- Works under pressure
- Dedication to job

Financial Incentives for Hiring
Some fees for interpreter for the deaf, but these were minimal

Other Job Replication Factors
Employer should recognize their own abilities in relation to the employee handicap.

Assistant State Director

Blindness

D.O.T. #118.117-062

Company Information

Company Name

U.S. Department of Labor
(Veterans' Employment and Training Service)
745 Franklin Street, Room 218
San Francisco, CA 94102

Description of Company

Administers U.S. Department of Labor programs for veterans through state and local grants.

Number of Employees

280 total company
2 this site

For more information, contact

Charles Martinez, State Director
(916) 445-8738

Requirements of This Job

Academic Credentials Required

Bachelor's degree

Work Experience Required

5 years of managerial related work in similar employment programs.

Examinations Required

None

Other Job Requirements

Dress code, 2 years state residency, veteran status

Job Information

Wages

Information not provided

Benefits

Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Life insurance

Work Schedule

Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting

State and field offices

Probationary Period

3 months

Employment History

6.5 years with company
6.5 years in this position

Narrative Description

Performs detailed production analysis of employment offices; uses computerized data. Responsible for 4 counties - monitors federal grants, performs field visits to determine production, and develops detailed reports and corrective actions.

Physical Demands

75% sedentary, 25% medium work

Physical Activities Performed

Sit, see, hear

Environmental Conditions

Cold, humid, wet, odors, noise, vibration, poor work materials

Special Conditions

Precision/quality, distracting conditions

Work Group

Works alone, one-to-one, and in small and large groups

Standard Training Period

3 months

Standard Amount of Direct Supervision

Minimal

Assistant State Director

Blindness

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Access data from computers

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Develop visual presentations

Special Considerations for This Worker

Limitations
Reading (slow), vision

Special Training
None

Job Accommodations
None

Personal Strengths
Communicates well
Coordinates job functions
Versatile, adapts to any situation

Financial Incentives for Hiring
None

Associate Librarian

Hearing Impairment - Moderately Severe Binaural Sensorineural Loss

D.O.T. #100.127-010

Company Information

Company Name
The Library
Humboldt State University
Arcata, CA 95521

Description of Company
Medium-sized academic library on northernmost campus of California State University system.

Number of Employees
Not applicable

For more information, contact
Sharon S. Chadwick
Associate Librarian
(707) 826-3418

Requirements of This Job

Academic Credentials Required
Master's degree

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$3,200 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Library - office

Probationary Period
4 years

Employment History
6.5 years with company
6.5 years in this position

Narrative Description
Performs reference service and collection development at Humboldt State University Library - both generally and in areas of expertise (chemistry, physics, mathematics, nursing, speech and hearing); coordinates online bibliographic search activities; serves on library and university committees as necessary; teaches library instruction classes in areas of expertise.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, climb, balance, stoop, kneel, sit, turn, see, color vision, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
24 months

Standard Amount of Direct Supervision
Minimal

Associate Librarian

Hearing Impairment - Moderately Severe Binaural Sensorineural Loss

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies
- Represent the company at internal functions
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Enter data into computers
- Access data from computers
- Perform word processing

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment (library related tools - computers, adding machines, terminals)
- Operate machine(s) (library related tools - computers, adding machines, terminals)
- Use keyboard skills
- Develop visual presentations

Other Significant Duties or Job Features
- Negotiate reference/information questions at reference desk.
- Teach.
- Interact with public and faculty.

Special Considerations for This Worker

Limitations
Hearing, speaking (minimal)

Special Training
Computer firm provides online instruction in specific databases.

Job Accommodations
Volume control and signal light on ceiling near telephone are provided by employer to accommodate hearing impairment (over $380).

Personal Strengths
Information not provided

Financial Incentives for Hiring
None

Auto Body Assistant

Learning Disability

D.O.T. #807.687-010

Company Information

Company Name
NorthWest AutoBody
1305 Michigan
Sandpoint, ID 83864

Description of Company
Auto body repair shop (all levels)

Number of Employees
6 total company
6 this site

For more information, contact
James Wandler
Teacher/Work Coordinator
(208) 265-4289

Requirements of This Job

Academic Credentials Required
High school student

Work Experience Required
Knowledge of basic tools and auto experience preferred.

Examinations Required
None

Other Job Requirements
Driver's license

Job Information

Wages
$4.00 per hour & school credit

Benefits
None

Work Schedule
Temporary status
5 days a week, 3.5 hours a day
10:30 a.m. to 2:00 p.m.

Work Setting
Auto-shop

Probationary Period
30 days

Employment History
3 months with company
3 months in this position

Narrative Description
Assists other autobody employees with disassembly and preparation of damaged auto body parts including sanding, filling and priming; and performs maintenance on tow truck.

Physical Demands
10% sedentary, 20% light work, 50% medium work, 20% heavy work

Physical Activities Performed
Push, pull, reach, stoop, kneel, crouch, crawl, sit, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Dust, dirt, odors, noise, vibration, mechanical hazards

Special Conditions
Precision/quality

Work Group
Small group

Standard Training Period
7 months

Standard Amount of Direct Supervision
Minimal to moderate

Auto Body Assistant

Learning Disability

Significant Duties

Leadership/Administrative/Managerial

None

Problem Solving/Reasoning Tasks

- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Review progress periodically

Computer Tasks

None

Mathematical Tasks

- Handle basic calculations (+,-,x,/)
- Make and use measurements

Writing Tasks

- Write sentences in standard English

Reading Tasks

- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks

- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar

Manual Perceptual Tasks

- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate job-related power tool(s) (air tools, hammer, dolley)

Special Considerations for This Worker

Limitations

Reading, writing, spelling, mathematics, speaking

Special Training

Teacher provided weekly special instruction in auto body repair procedures. Employee received a grade upon completion of the special instruction.

Job Accommodations

- Placement services coordinated through state vocational rehabilitation agency upon high school graduation (6/87).
- Coworkers and teachers taught employee new skills in auto body repair.
- Transportation to and from work provided by teacher to accommodate employee.
- Testing and counseling provided to determine post-high school career goals (1-2 hrs./wk.).

Personal Strengths

Information not provided.

Financial Incentives for Hiring

None

Other Job Replication Factors

- Break tasks down into smaller parts.
- Allow for initially close supervision.

Bookkeeper I

Paraplegia

D.O.T. #210.382-014

Company Information

Company Name
Woods Run Forest Products Inc.
Route 1, Box 520 A
Colfax, WI 54730

Description of Company
Wood processing
treatment plant

Number of Employees
12 total company
12 this site

For more information, contact
Jerry Jorgenson, Coordinator
Projects With Industry
(715) 232-1436

Requirements of This Job

Academic Credentials Required
Associate degree in bookkeeping

Work Experience Required
On-the-job training

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$6.00 per hour

Benefits
Paid vacation
Paid holidays
Worker's compensation
Unemployment compensation

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
60 days

Employment History
9.5 months with company
9.5 months in this position

Narrative Description
Keeps complete set of records of finished transactions including payroll, inventory, shipping and receiving, accounts payable and receivable. Additional responsibilities include phone sales and clerical duties assigned by supervisor.

Physical Demands
100% sedentary

Physical Activities Performed
Reach, sit, turn, see, finger dexterity

Environmental Conditions
None

Special Conditions
Precision/quality

Work Group
Small group

Standard Training Period
320 hours

Standard Amount of Direct Supervision
Moderate

Bookkeeper I

Paraplegia

Significant Duties

Leadership/Administrative/Managerial

- Represent the company at internal functions

Problem Solving/Reasoning Tasks

- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions

Computer Tasks

- Enter data into computers
- Access data from computers
- Perform word processing
- Write programs

Mathematical Tasks

- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Prepare budgets

Writing Tasks

- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks

- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks

- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Report accurately what others have said
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks

- Hand work
- Tend machine(s) (computer)
- Operate machine(s)
- Set up machine(s)
- Use keyboard skills
- Develop visual presentations

Special Considerations for This Worker

Limitations
Carrying, lifting, handling, pushing, balancing, standing, walking, climbing, kneeling, squatting, bending

Special Training
On-the-job training

Job Accommodations
Accessible bathroom and built carport provided by employer ($1600).
Information on redesigning the work station provided by Projects with Industry.

Personal Strengths
Dependable
Works independently and with a team
Sincere desire to learn, to improve, and to succeed

Financial Incentives for Hiring
On-the-job training wage subsidy

Other Job Replication Factors
Utilize Project with Industry and Private Industry Council resources.

Chairperson, Department of Physical Science/Associate Professor (Tenured)

Multihandicaps - Osteogenesis Imperfecta, Arrested ("Brittle Bones"), Short Stature, Uses Cane

D.O.T. #090.167-010

Company Information

Company Name
Edgewood College
855 Woodrow Street
Madison, WI 53711

Description of Company
Liberal arts college - institution of higher education offering Bachelor's and Master's degrees.

Number of Employees
160 total company
160 this site

For more information, contact
Dr. Anne B. Swanson
Associate Professor of Chemistry and Chairperson
(608) 257-4861

Requirements of This Job

Academic Credentials Required
Doctorate

Work Experience Required
College teaching experience, scientific research experience preferred.

Examinations Required
None

Other Job Requirements
Advanced degree in chemical sciences

Job Information

Wages
$20,300 per 9-month contract academic year

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension (TIAA)
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance

Work Schedule
Permanent status
5+ days a week, 10+ hours a day including work performed at home and after hours
Time of work varies

Work Setting
College classrooms, chemistry laboratories, office, home

Probationary Period
7 years until tenure

Employment History
8 years with company
7.5 years full-time faculty member

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
None

Standard Amount of Direct Supervision
None

Narrative Description
Teaches college chemistry/biochemistry lectures and labs; evaluates students; advises students regarding academic program and scientific careers; prepares and manages department budget; supervises (hire/fire) other science department faculty and student lab assistants; keeps current with scientific literature and remains professionally active by publishing and developing courses.

Physical Demands
60% sedentary, 30% light work, 10% medium work

Physical Activities Performed
Push, pull, reach, balance, stoop, sit, turn, see, color vision, depth perception, hear, sense of smell, sense of touch, finger dexterity

Environmental Conditions
Hot in summer, odors, burns, electrical hazards, toxic conditions, chemistry lab conditions

Special Conditions
Precision/quality
High level of stress
Responsible for safety and education of chemistry students

Chairperson, Department of Physical Science/Associate Professor (Tenured)

Multihandicaps - Osteogenesis Imperfecta, Arrested ("Brittle Bones"), Short Stature, Uses Cane

Significant Duties

Leadership/Administrative/Managerial

- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions

Problem Solving/Reasoning Tasks

- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods
- Perform and teach scientific research

Computer Tasks

- Enter data into computers
- Perform word processing

Mathematical Tasks

- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Writing Tasks

- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing
- Teach college students to write lab reports

Reading Tasks

- Identify work-related symbols/signs
- Read simple directions
- Read technical information
- Read complex scientific publications

Communication Tasks

- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups
- Write federal grant proposals

Manual Perceptual Tasks

- Eye-hand coordination
- Hand work (e.g., lab work)
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment (chemistry lab equipment and analytical instrumentation)
- Tend machine(s)
- Operate machine(s) (gas chromatograph, high performance liquid chromatograph, infrared spectrophotometer, uv-visible spectrophotometers)
- Set up machine(s)
- Use keyboard skills (word processing, microprocessor)
- Develop visual presentations

Other Significant Duties or Job Features

- Teach college chemistry lectures and labs

Special Considerations for This Worker

Limitations

Lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting

Special Training

None

Job Accommodations

If possible, second semester classes taught by employee are scheduled after 8:00 a.m. to allow for snow removal by maintenance people.

Designated handicap parking spaces are snow plowed, and salt/sand applied before other areas.

College building accessible as mandated by law.

Step-up platform for lecture and lab work to accommodate proper height requirements provided and paid by employee.

Personal Strengths

High intelligence and knowledge of science

Outstanding ability to teach chemistry

Administrative/management skills

(All of the above include communication skills and political perspicacity)

Financial Incentives for Hiring

None

Other Job Replication Factors

This "job" was not created for this disabled professor. Positions in scientific research and college teaching are numerous. Many disabled persons hold these positions. The primary barrier to disabled persons' employment in scientific research and teaching is discrimination by counselors, professors, and potential employers. The problem is a societal and attitudinal one, not a physical one.

Checker and Sales

Learning Disability (Language Deficit) - Substance Abuse

D.O.T. #211.462-010

Company Information

Company Name
K-Mart
1545 Broadway
Idaho Falls, ID 83402

Description of Company
Sales - retail

Number of Employees
139 this site

For more information, contact
Martha Sherman - Project with Industry Coordinator
(208) 524-1550
or
Ruth Wilkins
Personnel Director of K-Mart
(208) 524-0770

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 16 minimum
Bondable
Dress code

Job Information

Wages
$3.70 per hour

Benefits
Paid vacation
Paid holidays
Pension
FICA
Worker's compensation
Unemployment compensation
(For part-time employees)

Work Schedule
Permanent status
5 days a week, 4 hours a day
1:00 p.m. to 5:00 p.m.

Work Setting
Retail store

Probationary Period
60 days

Employment History
4 months with company
4 months in this position

Narrative Description
Responsible for cash register operations, waiting on customers, stocking shelves, and filling in as needed.

Physical Demands
100% light work

Physical Activities Performed
Push, pull, reach, stoop, kneel, turn, see, finger dexterity, standing

Environmental Conditions
None

Special Conditions
High rate of production
Distracting conditions
High level of stress (deadlines, etc.)
Maintaining good customer relations

Work Group
Works alone

Standard Training Period
60 days

Standard Amount of Direct Supervision
Moderate

Checker and Sales

Learning Disability (Language Deficit) - Substance Abuse

Significant Duties

Leadership/Administrative/Managerial

- Represent the company at internal functions

Problem Solving/Reasoning Tasks

- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks

- None

Mathematical Tasks

- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Understanding of money-handling

Writing Tasks

- Write legibly
- Complete forms accurately

Reading Tasks

- Identify work-related symbols/signs
- Read simple directions

Communication Tasks

- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly

Manual Perceptual Tasks

- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment
- Operate machine(s)
- Use keyboard skills

Other Significant Duties or Job Features

- Dealing effectively with customers

Special Considerations for This Worker

Limitations

- Reading, writing, spelling, shyness

Special Training

- Special cash register training at Development Workshop using cash register and simulated work examples.

Job Accommodations

- Development Workshop provided placement and 60-day follow-up services.

Personal Strengths

- Greets people
- Works well with others
- Dependable

Financial Incentives for Hiring

- None

Other Job Replication Factors

- Support from the company personnel department.

Clean-up

Mental Illness (Bipolar)

D.O.T. #381.687-018

Company Information

Company Name
Spokane Moulding Corporation
P.O. Box 2904
Spokane, WA 99220

Description of Company
Manufacturer of wood mouldings and wood parts.

Number of Employees
40 total company
40 this site

For more information, contact
Mike Dobler
Evergreen Club
(509) 458-7458

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Any work experience preferred

Examinations Required
Hearing

Other Job Requirements
Age 18 minimum
On call

Job Information

Wages
$6.40 per hour

Benefits
Paid vacation
Paid holidays
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Profit sharing

Work Schedule
Regular status
5 days a week, 8 hours a day
9:00 a.m. to 5:00 p.m.

Work Setting
Factory

Probationary Period
90 days

Employment History
2 years with company
2 years in this position

Narrative Description
Cleans factory and work sites; sweeps up sawdust and wood blocks; picks up and processes used steel strapping. Some janitorial work.

Physical Demands
10% light work, 90% medium work

Physical Activities Performed
Push, pull, reach, stoop, kneel, crouch, turn, see, depth perception, hear, finger dexterity

Environmental Conditions
Hot, cold, dry, dust, dirt, noise, mechanical hazards, moving objects

Special Conditions
None

Work Group
Works alone

Standard Training Period
1 day

Standard Amount of Direct Supervision
Minimal

Clean-up

Mental Illness (Bipolar)

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- None

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment
- Tend machine(s)
- Operate machine(s)
- Operate job-related power tool(s)

Special Considerations for This Worker

Limitations

Does not desire more stressful position

Special Training

Special training provided occasionally during the first 2 weeks by a Transitional Employment Program supervisor. Employee entered regular full-time employment with all available fringe benefits. Employee received wage increase upon completion of special training.

Job Accommodations

Position changed from 1 8-hour position to 2 4-hour positions (minimal cost).

Personal Strengths
- Dependable
- Follows instructions
- Willing worker

Financial Incentives for Hiring

Hired without incentive; later took Targeted Jobs Tax Credit.

Other Job Replication Factors

Assistance from The "Transitional Employment Program" (or similar program) made this possible. Employer prefers to work with persons recovering from mental illness.

Clerical Aide

Multiple Sclerosis

D.O.T. #209.562-010

Company Information

Company Name

Visiting Nurse Home Care Association of Lancaster County
1347 Fruitville Pike
Lancaster, PA 17601

Description of Company

A Medicare certified, community, non-profit home health agency. The multidisciplinary staff combines technically advanced professional skills with a family-oriented approach. Agency offers skilled nursing, physical therapy, occupational therapy, speech therapy, home health aide, homemaker, Master in Social Work and private duty nursing services.

Number of Employees

90 total company

For more information, contact

Edelyn L. Cirino, Fiscal Director
(717) 397-8251

Requirements of This Job

Academic Credentials Required

High school diploma

Work Experience Required

None

Examinations Required

None

Other Job Requirements

None

Job Information

Wages

$3.75 per hour

Benefits

FICA
Worker's compensation
Unemployment compensation

Work Schedule

Permanent status
5 days a week, 5-6 hours a day
8:30 a.m. to 1:00 p.m.

Work Setting

Office

Probationary Period

3 months

Employment History

1 month with company
1 month in this position

Narrative Description

Alphabetizes patient files; provides assistance to the Manager of Medical Records in all aspects of maintaining complete and accurate clinical patient records; posts lab reports, therapy and nursing notes; and checks discharged clinical records.

Physical Demands

100% sedentary

Physical Activities Performed

Sit, see, finger dexterity

Environmental Conditions

None

Special Conditions

None

Work Group

Works alone

Standard Training Period

16 hours

Standard Amount of Direct Supervision

None

Clerical Aide

Multiple Sclerosis

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks
- None

Mathematical Tasks
- Understand order (e.g., first, second, last)
- Use numerical values from charts, diagrams, tables

Writing Tasks
- Write legibly

Reading Tasks
- Identify work-related symbols/signs (alphabet)

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations

Manual Perceptual Tasks
- Hand work

Other Significant Duties or Job Features
- Know the alphabet

Special Considerations for This Worker

Limitations
- Lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, limited stamina, circulatory problems

Special Training
- None

Job Accommodations
- Placement service, support, and transportation provided by AHEDD, Inc.
- Flexible work hours implemented to accommodate transportation system.
- Co-workers bring folders to the employee to accommodate limitation in reaching and sitting (minimal time).
- Subsidized taxi program used to accommodate lack of driver's license and employee's motorized wheelchair.

Personal Strengths
- Organizational skills
- Neatness
- Accuracy

Financial Incentives for Hiring
- None

Clerk-Typist

Cerebral Palsy

D.O.T. #203.362-010

Company Information

Company Name
Northern Regional Research Center,
ARS, USDA
1815 North University Street
Peoria, IL 61604

Description of Company
U.S. Government research laboratory performing chemical, microbiological, and engineering research related to agriculture. Main products are research publications and patents.

Number of Employees
8,000 (ARS) total company
320 this site

For more information, contact
L. H. Princen, Center Director
(309) 685-4011, Ext. 540

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$960.00 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Laboratory office

Probationary Period
1 year

Employment History
8 years with company
2-1/2 years in this position

Narrative Description
Follows specific detailed instructions and definite established procedures; organizes and collates biological data for computer entry; enters biological data into Center computer; edits data following computer entry and corrects errors; maintains accurate and complete records as directed of all data entry and editing; copies pertinent material as needed; when necessary, takes and records messages for employees.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, turn, see, hear

Environmental Conditions
None

Special Conditions
Precision/quality

Work Group
Works alone

Standard Training Period
Days

Standard Amount of Direct Supervision
Moderate

Clerk-Typist

Cerebral Palsy

Significant Duties

Leadership/Administrative/Managerial

None

Problem Solving/Reasoning Tasks

Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Collect and organize information
Review progress periodically
Evaluate for accuracy and completeness
Correct deficiencies

Computer Tasks

Enter data into computers
Access data from computers
Perform word processing

Mathematical Tasks

Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+,-,x,/)
Use numerical values from charts, diagrams, tables

Writing Tasks

Copy accurately

Reading Tasks

Identify work-related symbols/signs
Read simple directions
Read technical information

Communication Tasks

Listen
Follow intent of oral directions
Talk

Manual Perceptual Tasks

Operate machine(s) (computer - word processing mainly)

Special Considerations for This Worker

Limitations

Vision, handling, fingering, lifting, carrying, pushing, pulling, standing, walking

Special Training

Supervisor provided special training on computer use. Employee entered permanent employment upon completion of the training.

Job Accommodations

Evacuation plan in place for Emergency Brigade to accommodate employee's limited mobility.
Orthopedic chair purchased by employer to accommodate employee's fatigue and pain caused by long periods of sitting ($250.00).

Personal Strengths

Desire to work
Intelligence
Pleasant personality

Financial Incentives for Hiring

None

Computer Programmer

Cerebral Palsy

D.O.T. #213.362-010

Company Information

Company Name
Cerebral Palsy Research Foundation
2021 North Old Manor
Wichita, KS 67208

Description of Company
Independent living complex for physically disabled people.

Number of Employees
75 total company
75 this site

For more information, contact
Judy Cotton
Director of Administration and Placement
(316) 688-1888

Requirements of This Job

Academic Credentials Required
Bachelor's degree

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$12.00 per hour

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
90 days

Employment History
2.5 years with company
2.5 years in this position

Narrative Description
Bank setting - interacts with consumers of the bank service; uses knowledge of computer programming and systems technology.

Physical Demands
95% sedentary, 5% light work

Physical Activities Performed
Push, pull, reach, stoop, sit, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
High rate of production
Precision/quality

Work Group
Small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
Minimal

Computer Programmer

Cerebral Palsy

Significant Duties

Leadership/Administrative/Managerial

- Represent the company at internal functions

Problem Solving/Reasoning Tasks

- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions

Computer Tasks

- Enter data into computers
- Access data from computers
- Perform word processing
- Write programs
- Perform systems analysis

Mathematical Tasks

- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Construct diagrams, charts, records using numerical calculations
- Use formulas (translating, substituting values)

Writing Tasks

- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks

- Identify work-related symbols/signs
- Read technical information

Communication Tasks

- Listen
- Follow intent of oral directions
- Talk
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions

Manual Perceptual Tasks

- Eye-hand coordination
- Hand work
- Operate machine(s)
- Set up machine(s)
- Use keyboard skills
- Develop visual presentations

Special Considerations for This Worker

Limitations

Interactions with coworkers, standing, walking, speaking

Special Training

None

Job Accommodations

Computer with continuous paper roll provided to accommodate employee's mobility.

Personal Strengths

Education
Determined
Self-sustaining

Financial Incentives for Hiring

Industrial Evaluation Funds (2 weeks)

Other Job Replication Factors

Education and ability to understand job requirements.

Conservation Worker

Mental Retardation - Mild

D.O.T. #406.687-010

Company Information

Company Name
Ohio Department of Natural Resources
Division of Civilian Conservation
Fountain Square
Columbus, OH 43224

Description of Company
Provides employment and training to eligible persons in conservation and natural resources.

Number of Employees
350 total company
25 this site

For more information, contact
Mick Micacchion, Camp Manager
(614) 294-2579

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
Physical

Other Job Requirements
Age 16-23
Uniform

Job Information

Wages
$3.35 per hour

Benefits
Paid vacation
Paid holidays
Worker's compensation

Work Schedule
Temporary status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Parks and public lands

Probationary Period
1 year

Employment History
1 year with company
1 year in this position

Narrative Description
Cuts down trees; repairs and paints picnic tables; uses chain saw, weed eater, lawn mower, garden tools and snow shovel; splits wood; cleans streams; and performs small construction projects.

Physical Demands
10% sedentary, 20% light work, 60% medium work, 10% heavy work

Physical Activities Performed
Push, pull, reach, climb, balance, stoop, kneel, crouch, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Hot, cold, humid, dry, wet, dust, dirt, odors, noise, mechanical hazards, moving objects, high places, works in all kinds of weather

Special Conditions
None

Work Group
Small group

Standard Training Period
12 months

Standard Amount of Direct Supervision
Moderate

Conservation Worker

Mental Retardation - Mild

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Identify alternative approaches or solutions
- Evaluate for accuracy and completeness

Computer Tasks
- None

Mathematical Tasks
- Understand order (e.g., first, second, last)

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment (shovel, wedge and sledge hammer, hammer)
- Operate job-related power tool(s) (chain saw, lawn mower, weed eater, riding mower)

Special Considerations for This Worker

Limitations

Interactions with coworkers, low self-esteem, reading, writing, spelling, mathematics, afraid of the water, needs some supervision, following spoken directions

Special Training

None

Job Accommodations

Placement, initial training, and followup services to the employer and employee provided by county agency.

Personal Strengths
- Motivated to work
- Gets along with others
- Perfect attendance

Financial Incentives for Hiring

None

Crew Member

Mental Illness

D.O.T. #920.587-018

Company Information

Company Name
Packaging company (information not provided)

Description of Company
Manufactures and ships packing and electronic equipment.

Number of Employees
Approximately 45 total company

For more information, contact
David Hoshiwara, Project Director
(415) 886-8765

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
Physical

Other Job Requirements
None

Job Information

Wages
$5.00 per hour

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:00 a.m. to 4:00 p.m.

Work Setting
Factory

Probationary Period
2 weeks

Employment History
2 months with company
2 months in this position

Narrative Description
Constructs packing boxes; places items within boxes; and seals and prepares boxes for shipping.

Physical Demands
25% sedentary, 25% light work, 50% medium work

Physical Activities Performed
Push, pull, reach, climb, balance, stoop, kneel, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Hot, dry, dust, dirt, odors, noise, vibration, mechanical hazards, moving objects, high places

Special Conditions
High rate of production

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
10 days

Standard Amount of Direct Supervision
Minimal to moderate

Crew Member | **Mental Illness**

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Handle basic calculations (+,-,x,/)

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment (hammers, staplers, taping)
- Operate job-related power tool(s) (staplers)

Special Considerations for This Worker

Limitations
- Interactions with coworkers

Special Training
- None

Job Accommodations

Work adjustment training, placement, and 60 day followup provided by Eden Express agency.

Personal Strengths
- Consistent
- Punctual
- Dependable

Financial Incentives for Hiring
- None

Custodial Supervisor I

Back Disability

D.O.T. #381.137-010

Company Information

Company Name
Louisiana State University Medical Center
1901 Perdido
New Orleans, LA 70112

Description of Company
Institution of higher learning

Number of Employees
150 total company
32 this site

For more information, contact
Leroy Moon, Jr., Executive Assistant
(504) 568-4378

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Preferred

Examinations Required
Physical

Other Job Requirements
None

Job Information

Wages
$4.29 per hour

Benefits
Paid vacation
Paid sick days
FICA
Worker's compensation
Medical insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
6:00 a.m. to 2:30 p.m.

Work Setting
Medical education building

Probationary Period
6 months

Employment History
1 year, 4 months with company
1 month in this position

Narrative Description
Responsible for the supervision of 12 custodial workers II. Issues job assignments; and inspects assigned work areas.

Physical Demands
75% sedentary, 15% light work, 10% medium work

Physical Activities Performed
Push, pull, reach, stoop, crouch, sit, turn, see, color vision, depth perception, hear, sense of smell, sense of touch

Environmental Conditions
None

Special Conditions
None

Work Group
Large group

Standard Training Period
1 month plus seminars

Standard Amount of Direct Supervision
Minimal

Custodial Supervisor I

Back Disability

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Implement company policies
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Review progress periodically
- Correct deficiencies
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Use formulas (translating, substituting values)

Writing Tasks
- Copy accurately
- Write legibly
- Write sentences in standard English

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination
- Use job-specific hand tools and equipment (maintenance/custodial type tools & equipment)
- Operate machine(s) (floor care, other custodial type machines)

Special Considerations for This Worker

Limitations
- Lifting, carrying

Special Training
- None

Job Accommodations
- None

Personal Strengths
- Attendance
- Attitude
- Work performance

Financial Incentives for Hiring
- None

Other Job Replication Factors
- Give them a chance.

Custodian

Learning Disability - Dyslexia

D.O.T. #382.664-010

Company Information

Company Name
U.S. Postal Service
4 Lincoln Street
Sitka, AK 99835-9998

Description of Company
U.S. Postal Service - move information between two points.

Number of Employees
750,000 total company
22 this site

For more information, contact
Richard E. Rogers, Postmaster
(907) 747-3381

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Custodial preferred

Examinations Required
Physical, vision

Other Job Requirements
Age 18 minimum
Driver's license
Dress code
Civil Service exam (waived)

Job Information

Wages
$6.25 per hour (while on probation)

Benefits
None (while on probation)

Work Schedule
Permanent status
5 days a week, 8 hours a day
2:00 p.m. to 10:30 p.m.

Work Setting
Post office (small)

Probationary Period
Up to one year

Employment History
3 months with company
3 months in this position

Narrative Description
Performs manual custodial duties of building.

Physical Demands
60% sedentary, 30% medium work, 10% heavy work

Physical Activities Performed
Push, pull, reach, climb, stoop, kneel, turn, see, finger dexterity

Environmental Conditions
Hot, cold, humid, dry, wet, dust, dirt, odors, noise, inadequate lighting, moving objects, high places

Special Conditions
Distracting conditions

Work Group
Works alone

Standard Training Period
Up to 12 months

Standard Amount of Direct Supervision
Minimal

Custodian

Learning Disability - Dyslexia

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Identify alternative approaches or solutions
Evaluate for accuracy and completeness

Computer Tasks
None

Mathematical Tasks
Count
Understand order (e.g., first, second, last)

Writing Tasks
None

Reading Tasks
Read simple directions

Communication Tasks
Listen
Follow intent of oral directions

Manual Perceptual Tasks
Eye-hand coordination
Use job-specific hand tools and equipment
Operate job-related power tool(s)

Special Considerations for This Worker

Limitations
Cannot work alone, remembering, following spoken directions, vision, lifting, carrying, pushing, pulling, standing, walking, chronic pain

Special Training
None

Job Accommodations
None

Personal Strengths
Works alone without supervision
Follows safety and job instructions after training
Good attendance

Financial Incentives for Hiring
None

Other Job Replication Factors
Request the standard position, occupational code 350203 from Personnel Handbook P-1 (custodian laborer).

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Data Entry Clerk

Mental Illness (Recovering)

D.O.T. #213.362-010

Company Information

Company Name
Quality Information Processing
(QUIP)
66 Fulton Street
White Plains, NY 10606

Description of Company
Microcomputer training company providing word processing and other services on a contractual basis. Contract work performed on and off site by employees who are recovering mentally ill individuals. Small temporary employment agency.

Number of Employees
13 total company
13 this site

For more information, contact
Anna Danoy, Program Director
(914) 686-0550

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 18 minimum

Job Information

Wages
$3.35 per hour

Benefits
None

Work Schedule
Temporary status
5 days a week, 6 hours a day
10:00 a.m. to 4:00 p.m.

Work Setting
Office

Probationary Period
6 weeks, during initial training period

Employment History
9 months with company
9 months in this position

Narrative Description
Performs contract work. Tasks include data entry on IBM PC or XT, editing, printing, proofreading and collating materials for mailings.

Physical Demands
95% sedentary, 5% light work

Physical Activities Performed
Reach, sit, turn, see, hear, finger dexterity

Environmental Conditions
None

Special Conditions
Precision/quality
High level of stress

Work Group
Works alone and in small group

Standard Training Period
5 hours, 5 days, 3 months

Standard Amount of Direct Supervision
Moderate

Data Entry Clerk

Mental Illness (Recovering)

Significant Duties

Leadership/Administrative/Managerial
- Represent the company at internal functions

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks
- Enter data into computers
- Access data from computers
- Perform word processing

Mathematical Tasks
- Understand order (e.g., first, second, last)
- Handle basic calculations (+,-,x,/)

Writing Tasks
- Copy accurately
- Write legibly
- Write sentences in standard English
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said

Manual Perceptual Tasks
- Hand work
- Use job-specific hand tools and equipment (copier, computer, postage meter)
- Operate machine(s) (IBM PC & XT)
- Use keyboard skills

Special Considerations for This Worker

Limitations

Low frustration tolerance, potential for resurfacing of psychiatric symptoms.

Special Training

Supervisor provided 3 month training period on IBM PC and XT computers. Employee obtains temporary employment at QUIP upon completion of the training.

Job Accommodations

On-going, job-related counseling to maintain motivation to complete training and sustain temporary employment.

Personal Strengths
- Determination to complete training and contract work at QUIP and enter into competitive employment.
- Business-like attitude and dress.
- Works alone with minimal supervision.

Financial Incentives for Hiring

None

Other Job Replication Factors

Provisions for clear directions and supervision; tolerance for potential longer learning of new assignments.

Data Entry Clerk II

Deafness

D.O.T. #213.362-010

Company Information

Company Name
Oak Ridge National Laboratory
Martin Marietta Energy Systems
P.O. Box X
Oak Ridge, TN 37830

Description of Company
Research and development multi-program institution whose principal goal is the development of technology for efficient production and use of energy.

Number of Employees
Approximately 16,000 total company
Approximately 5,000 this site

For more information, contact
Jane Agers
Affirmative Action Coordinator
(615) 626-2432

Requirements of This Job

Academic Credentials Required
High school diploma or GED

Work Experience Required
Two years of keypunching preferred

Examinations Required
Physical

Other Job Requirements
None

Job Information

Wages
Information not provided

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:15 a.m. to 4:45 p.m.

Work Setting
Office

Probationary Period
None

Employment History
23 years with company

Narrative Description
Transcribes data or information from a variety of source documents into computer readable form using card punches and on-line terminals.

Physical Demands
90% sedentary, 10% light work

Physical Activities Performed
Stoop, sit, see, depth perception, finger dexterity

Environmental Conditions
Noise

Special Conditions
Distracting conditions

Work Group
Works alone and in small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
Moderate

Data Entry Clerk II

Deafness

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence

Computer Tasks
Enter data into computers
Access data from computers

Mathematical Tasks
None

Writing Tasks
Copy accurately

Reading Tasks
Identify work-related symbols/signs
Read simple directions
Read technical information

Communication Tasks
Use of sign language and notes

Manual Perceptual Tasks
Operate machine(s)
Use keyboard skills

Special Considerations for This Worker

Limitations
Cannot work alone, hearing, speaking, following spoken directions

Special Training
None

Job Accommodations
Training for supervisor and some coworkers in sign language provided by employer. Interpreter attends safety meetings, etc.
System of lights as emergency signals installed by employer ($500).

Personal Strengths
Eye-hand coordination (manual dexterity)
Follows instructions
Maintains work on repetitive, monotonous tasks

Financial Incentives for Hiring
None

Other Job Replication Factors
Coworkers with the deaf person need sign language training.

Dietary Assistant

Mental Retardation

D.O.T. #318.687-010

Company Information

Company Name
Orlando Regional Medical Center
1414 South Kuhl Street
Orlando, FL 32806

Description of Company
Hospital

Number of Employees
3,400 total company
3,200 this site

For more information, contact
Karen D'Aurora, Recruiter
(305) 841-5186

Requirements of This Job

Academic Credentials Required
High school diploma or GED

Work Experience Required
Appropriate experience for job preferred

Examinations Required
Physical, hearing, vision

Other Job Requirements
Age 18-70, dress code

Job Information

Wages
$4.10 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
6:00 a.m. to 2:30 p.m.

Work Setting
Hospital

Probationary Period
90 days

Employment History
1.5 years with company
1.5 years in this position

Narrative Description
Maintains cleanliness of floors; keeps trays, utensils, supplies stocked; supplies food services with large pots of food; and washes pots.

Physical Demands
50% light work, 50% medium work

Physical Activities Performed
Push, pull, reach, climb, balance, stoop, kneel, crouch, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Hot, humid, wet, noise

Special Conditions
None

Work Group
Small group

Standard Training Period
90 days

Standard Amount of Direct Supervision
Moderate

Dietary Assistant

Mental Retardation

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Conduct work activities in appropriate sequence

Computer Tasks
None

Mathematical Tasks
None

Writing Tasks
None

Reading Tasks
Identify work-related symbols/signs

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Use job-specific hand tools and equipment (maintenance tools and equipment)

Special Considerations for This Worker

Limitations
Reading, writing, spelling, mathematics (related to the disability)

Special Training
None

Job Accommodations
Job placement and followup services provided by Goodwill, Inc.

Personal Strengths
Positive attitude
Determination

Financial Incentives for Hiring
None

Other Job Replication Factors
It is important the immediate supervisor understand the disability and demonstrate that understanding.

Director of Development

Deafness

D.O.T. #165.117-014

Company Information

Company Name
The Whole Person, Inc.
6301 Rockhill Road, Suite 305-E
Kansas City, MO 64131

Description of Company
Center for independent living providing services and advocacy for adults with severe physical disabilities.

Number of Employees
13 total company
13 this site

For more information, contact
Tracy L. Harris
Director of Development
(816) 361-0304 TDD

Requirements of This Job

Academic Credentials Required
Bachelor's degree

Work Experience Required
Administrative (3 years)

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$1,666 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Life insurance
- Tax Sheltered Annuities

Work Schedule
Permanent status
5 days a week, 8-10 hours a day
8:30 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
6 months

Employment History
9 months with company
3 months in this position

Narrative Description
Responsible for all fund-raising, marketing, public relations and general development of agency programs and services; supervises volunteer coordinator and volunteer activities.

Physical Demands
100% sedentary

Physical Activities Performed
Reach, sit, see, finger dexterity (Most functional requirements can be modified by use of equipment aids, etc.)

Environmental Conditions
None

Special Conditions
High rate of production
High level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
None

Standard Amount of Direct Supervision
Minimal

Director of Development

Deafness

Significant Duties

Leadership/Administrative/Managerial

- Provide leadership
- Develop company policies
- Implement company policies
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks

- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Mathematical Tasks

- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Writing Tasks

- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks

- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks

- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks

- Develop visual presentations

Computer Tasks

- None

Special Considerations for This Worker

Limitations

Hearing, allergies

Special Training

None

Job Accommodations

A half-time (.50 Full Time Equivalent) interpreter to assist with phone calls and meetings is provided by the employer ($6,000/year).

TDD (Telecommunications Device for the Deaf) and signal light system installed by employer ($200).

Personal Strengths

Organized and efficient
Self-motivated
Hard worker

Financial Incentives for Hiring

None

Other Job Replication Factors

Give them a chance.

Director of Division of Rehabilitation Education

Paraplegia - T1-2

D.O.T. #090.167-018

Company Information

Company Name
University of Illinois
1207 South Oak Street
Champaign, IL 61820

Description of Company
Land grant university awarding B.S., M.S., and Ph.D. programs in all areas.

Number of Employees
10,000 plus total company
30 this site

For more information, contact
Joseph R. Larsen, Director
(217) 333-4600

Requirements of This Job

Academic Credentials Required
Bachelor's degree, master's degree, Doctorate

Work Experience Required
Experience in higher education

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
Information not provided

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office and laboratory

Probationary Period
None

Employment History
24 years with company
1.5 years in this position

Narrative Description
Responsible for administration and management of rehabilitation center, Beckwith Living Center, and all services and facilities to meet the needs of disabled students on the Illinois campus.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, balance, sit, see, depth perception, hear, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
Lifetime

Standard Amount of Direct Supervision
Minimal

Director of Division of Rehabilitation Education

Paraplegia - T1-2

Significant Duties

Leadership/Administrative/Managerial

Provide leadership
Develop company policies
Implement company policies
Recruit, hire, and terminate personnel
Specify goals and work tasks of others
Supervise personnel
Represent the company at internal functions
Represent the company at external functions
Report to a board of directors

Problem Solving/Reasoning Tasks

Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Collect and organize information
Analyze and synthesize information
Identify alternative approaches or solutions
Review progress periodically
Evaluate for accuracy and completeness
Correct deficiencies
Summarize and draw conclusions
Devise new ideas and better work methods

Computer Tasks

None

Writing Tasks

Copy accurately
Write legibly
Complete forms accurately
Write sentences in standard English
Organize, select, and relate ideas in writing
Produce intelligible written documents
Identify and correct errors in writing

Mathematical Tasks

Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+,-,x,/)
Estimate quantities needed to do a job
Calculate costs
Use numerical values from charts, diagrams, tables
Construct diagrams, charts, records using numerical calculations
Make and use measurements
Use formulas (translating, substituting values)
Prepare budgets

Reading Tasks

Identify work-related symbols/signs
Read simple directions
Read technical information

Communication Tasks

Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations
Report accurately what others have said
Give clear oral instructions and directions
Explain activities and ideas clearly
Effectively present information to groups

Manual Perceptual Tasks

Eye-hand coordination
Use keyboard skills
Develop visual presentations

Special Considerations for This Worker

Limitations

Low frustration tolerance, acceptance of supervision, interactions with co-workers, standing, walking, kneeling, squatting

Special Training

None

Job Accommodations

As a biologist, my laboratory was designed to meet my needs in a wheelchair. Bench tops were raised, facilities were made available to utilize the electron microscope and modifications of the chemistry bench were made to access the wheelchair. In my present role as Director of Rehabilitation the Rehabilitation Center was completely accessible and no modifications were made.

All buildings on the University of Illinois campus are accessible.

Complete transportation system on the University of Illinois campus for the disabled is available.

Personal Strengths

Administrative skills, including manage personnel and develop and implement new programs

Budgetary and fiscal responsibility

Works with interdisciplinary units of the University

Financial Incentives for Hiring

None

Director (Office of Disabled Student Services)

Post-Polio

D.O.T. #090.167-022

Company Information

Company Name
University of Wisconsin - Madison
905 University Avenue
Madison, WI 53715

Description of Company
Public 4-year post-secondary institution

Number of Employees
7,000+ total company
4 this site

For more information, contact
Nancy Smith, Director
McBurney Resource Center
(608) 263-2741

Requirements of This Job

Academic Credentials Required
Master's degree

Work Experience Required
Relevant experience - some with persons with disabilities required.

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
Approximately $2,300 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8+ hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
None

Employment History
5 years with company
5 years in this position

Narrative Description
Coordinates, plans and implements a wide variety of support services for students with physical, learning and other disabilities on a large university campus. Responsible for departmental personnel, budget, and programming.

Physical Demands
80% sedentary, 20% light work

Physical Activities Performed
Stoop, sit, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
None

Standard Amount of Direct Supervision
None

Director (of Office of Disabled Student Services)

Post-Polio

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Perform word processing

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate machine(s) (typewriter, computer)
- Use keyboard skills

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Prepare budgets

Special Considerations for This Worker

Limitations

Standing, walking, kneeling, squatting, limited stamina

Special Training

None

Job Accommodations

University campus and McBurney Resource Center made accessible to meet federal guidelines.

Personal Strengths

- Good interpersonal skills
- Flexible, able to carry out various tasks/responsibilities simultaneously and modify when necessary
- Meet deadlines and prioritize

Financial Incentives for Hiring

None

Dog Groomer

Mental Retardation

D.O.T. #418.674-010

Company Information

Company Name
Pilot Dogs, Inc.
550 Stimmel
Columbus, OH 43223

Description of Company
Kennel and training facility of "seeing-eye" dogs.

Number of Employees
5 this site

For more information, contact
Susan Shiets
Placement Representative
(614) 475-6440 ext. 259

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Ability to work independently preferred.

Examinations Required
Must be able to lift 50 pounds.

Other Job Requirements
Age 18 minimum
Must wear high rubber boots

Job Information

Wages
$4.10 per hour

Benefits
Paid holidays
Worker's compensation
Medical insurance

Work Schedule
Permanent status
5 days a week, 6 hours a day
8:00 a.m. to 2:00 p.m.

Work Setting
Kennel

Probationary Period
None

Employment History
4 years, 8 months with company
4 years, 8 months in this position

Narrative Description
Cleans approximately 100 cages daily with waterhose; daily feeds and waters all dogs. Bathes and grooms dogs ready for adoption; loads dogs in van to transport to various training sites 3 times daily.

Physical Demands
25% light work, 75% medium work

Physical Activities Performed
Push, pull, reach, balance, stoop, turn, see, depth perception, hear, sense of smell, sense of touch, finger dexterity

Environmental Conditions
Hot, cold, dry, wet, dirt, odors, noise, cramped quarters, "big" dogs

Special Conditions
Distracting conditions
Handle large dogs

Work Group
Works alone, one-to-one

Standard Training Period
20 hours

Standard Amount of Direct Supervision
Minimal

Dog Groomer

Mental Retardation

Significant Duties

Leadership/Administrative/Managerial
Implement company policies

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Evaluate for accuracy and completeness
Correct deficiencies
Devise new ideas and better work methods

Computer Tasks
None

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Estimate quantities needed to do a job
Make and use measurements

Writing Tasks
None

Reading Tasks
Identify work-related symbols/signs
Read simple directions
Read technical information

Communication Tasks
Listen
Follow intent of oral directions
Report accurately what others have said
Give clear oral instructions and directions

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Use job-specific hand tools and equipment (grooming tools, maintenance)

Special Considerations for This Worker

Limitations
Academic limitations related to disability

Special Training
A job coach provided initial introduction to the job.

Job Accommodations
Job development, placement, followup (minimum 4 years) and on site training provided by community agency as needed to the employer and employee (no cost).
All other needs of employee handled by community agency program manager (no cost).

Personal Strengths
Follows instructions well
Works independently
Great with animals

Financial Incentives for Hiring
Targeted Jobs Tax Credit

Electronics Assembler

Deafness - Congenital

D.O.T. #726.684-034

Company Information

Company Name
QMS, Inc.
P.O. Box 81250
Mobile, AL 36689

Description of Company
Design, manufacture, sell, and support printers and graphics systems.

Number of Employees
685 total company
599 this site

For more information, contact
Glenn Rowe, Goodwill Industries
(205) 471-1581

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Previous experience/training in electronics assembly preferred.

Examinations Required
None

Other Job Requirements
Age 18 minimum

Job Information

Wages
$4.59 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Employee Stock Options Program (ESOP)
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:00 a.m. to 3:30 p.m.

Work Setting
Factory

Probationary Period
90 days

Employment History
8 months with company
8 months in this position

Narrative Description
Assembles electronic components and parts.

Physical Demands
70% sedentary, 30% light work

Physical Activities Performed
Reach, stoop, kneel, sit, turn, hear; major importance: see, color vision, depth perception, finger dexterity

Environmental Conditions
Odors, noise, mechanical hazards, burns, electrical hazards

Special Conditions
High rate of production
Precision/quality
High level of stress (deadlines, etc.)

Work Group
Works alone and in small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
Minimal

Electronics Assembler

Deafness - Congenital

Significant Duties

Leadership/Administrative/Managerial

None

Problem Solving/Reasoning Tasks

- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Evaluate for accuracy and completeness

Computer Tasks

None

Mathematical Tasks

- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Use numerical values from charts, diagrams, tables
- Make and use measurements

Writing Tasks

- Write legibly
- Complete forms accurately

Reading Tasks

- Identify work-related symbols/signs
- Read simple directions

Communication Tasks

- Listen
- Follow intent of oral directions
- Talk

Manual Perceptual Tasks

- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment

Special Considerations for This Worker

Limitations

Needs a hearing person nearby to assist in emergency drills, special situations, etc., hearing, speaking, following spoken directions

Special Training

Goodwill's Projects With Industry department teamed up with five area electronics firms to design, develop, and implement a 240 clock-hour pre-employment training program in Electronics Assembly (approximate cost $800 - Job Training Partnership Act).

An interpreter was provided by the State Vocational Rehabilitation for the duration of training. Both the instructor and PWI Director learned sufficient sign language to be able to establish rudimentary communications with the client during times when the interpreter was not present.

The 240 clock-hour training program was followed by four weeks of on-the-job training paid by QMS, Inc., the largest of the five companies (approximate cost $600). The employee was paired up with an experienced employee who had previously assisted a deaf worker. As the employee progressed and obtained permanent employment, the Department Manager, Line Supervisor, and "buddy" all began learning sign language.

A certificate was given to the employee recognizing the completion of the special training.

Job Accommodations

The Department Manager, Line Supervisor, and "buddy" learned sign language and works with employee weekly to improve their communication skills.

Supplies for written notes are at work station for use by co-workers to communicate with employee ($20).

Personal Strengths

Desire and motivation to obtain/maintain employment

Excellent adjustment to disability

Job-specific pre-employment training

Financial Incentives for Hiring

Targeted Jobs Tax Credit

Equipment Operator (Street)

Deafness

D.O.T. #638.684-018

Company Information

Company Name
City of Olathe
100 West Santa Fe
Olathe, KS 66061

Description of Company
Municipality

Number of Employees
400+ total company

For more information, contact
Suzan Perkey
Special Services Office
(913) 782-2600

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Any street work preferred (1 year)

Examinations Required
Physical

Other Job Requirements
Age 18 minimum
Driver's license
Uniform
On call (winter)
Chauffeur's license

Job Information

Wages
$8.34 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
City streets

Probationary Period
6 months

Employment History
5.5 years with company
.5 years in this position

Narrative Description
Operates light equipment, drives truck, and does some team supervision.

Physical Demands
25% light work, 50% medium work, 25% heavy work

Physical Activities Performed
Push, pull, reach, climb, stoop, kneel, crouch, sit, turn, see

Environmental Conditions
Hot, cold, humid, dry, wet, dust, dirt, noise, vibration, moving objects, burns

Special Conditions
Precision/quality
Distracting conditions
High level of stress (deadlines, etc.)

Work Group
Small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
Minimal

Equipment Operator (Street)

Deafness

Significant Duties

Leadership/Administrative/Managerial
Supervise personnel

Problem Solving/Reasoning Tasks
Recognize and use appropriate procedures
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Identify alternative approaches or solutions
Review progress periodically
Evaluate for accuracy and completeness
Devise new ideas and better work methods

Computer Tasks
None

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Estimate quantities needed to do a job

Writing Tasks
Write sentences in standard English

Reading Tasks
Identify work-related symbols/signs
Read simple directions

Communication Tasks
Listen
Follow intent of oral directions
Stay on the topic in job-related conversations

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Construct, fabricate or assemble materials
Use job-specific hand tools and equipment
Tend machine(s)
Operate machine(s)
Set up machine(s)
Operate job-related power tool(s)
Develop visual presentations

Special Considerations for This Worker

Limitations
Hearing, speaking

Special Training
None

Job Accommodations
None

Personal Strengths
Teamwork
Initiative
Communication skills

Financial Incentives for Hiring
None

General Clerk

Paralysis of Legs

D.O.T. #209.562-010

Company Information

Company Name
Greenville Products Company
635 West Charles Street
Greenville, MI 48838

Description of Company
Manufacturer of refrigerators

Number of Employees
3,390 total company
90 this site

For more information, contact
Izetta Avery
Salaried Personnel Manager
(616) 754-7131

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
General office/clerical preferred (minimum 2 months).

Examinations Required
Physical

Other Job Requirements
Age 18 minimum
Union membership

Job Information

Wages
$1,610.58 per month
Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance
Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.
Work Setting
Office
Probationary Period
60 days
Employment History
9 years, 4 months with company
1 year in this position

Narrative Description
Performs routine duties involved in sorting, separating, matching, logging, recording, filing or retrieving a variety of documents and paperwork; and other clerical duties as assigned.
Physical Demands
100% sedentary
Physical Activities Performed
Push, pull, reach, sit, turn, see, color vision, depth perception, hear, sense of smell, sense of taste, sense of touch, finger dexterity
Environmental Conditions
None
Special Conditions
None
Work Group
Small group
Standard Training Period
5 days
Standard Amount of Direct Supervision
Minimal

General Clerk

Paralysis of Legs

Significant Duties

Leadership/Administrative/Managerial

None

Problem Solving/Reasoning Tasks

Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work

Computer Tasks

None

Mathematical Tasks

Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+,-,x,/)
Estimate quantities needed to do a job

Writing Tasks

Copy accurately
Write legibly
Complete forms accurately
Write sentences in standard English
Identify and correct errors in writing

Reading Tasks

Identify work-related symbols/signs
Read simple directions

Communication Tasks

Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations
Report accurately what others have said
Give clear oral instructions and directions
Explain activities and ideas clearly

Manual Perceptual Tasks

Eye-hand coordination
Hand work
Use job-specific hand tools and equipment
Tend machine(s)
Operate machine(s)
Set up machine(s)
Use keyboard skills

Special Considerations for This Worker

Limitations

Lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, limited stamina, circulatory problems

Special Training

None

Job Accommodations

None

Personal Strengths

Normal courtesy and tact
Adapts to clerical routines
Works alone on routine work

Financial Incentives for Hiring

None

Groundskeeper

Brain Injury

D.O.T. #406.684-014

Company Information

Company Name
Contact Central Iowa Residential Services
Box 1356
Marshalltown, IA 50158

Description of Company
Cemetary

Number of Employees
40 total company
2 this site

For more information, contact
Dan Enpesser
Community Resources
(515) 752-5762

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$3.35 per hour

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- FICA
- Worker's compensation
- Unemployment compensation

Work Schedule
Seasonal status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Cemetery

Probationary Period
5 weeks

Employment History
5 weeks with company
5 weeks in this position

Narrative Description
Mows lawn, trims weeds, and performs indoor maintenance.

Physical Demands
40% light work, 60% medium work

Physical Activities Performed
Push, pull, reach, stoop, kneel, sit, turn, see, depth perception, hear, finger dexterity

Environmental Conditions
Hot, humid, dust, noise, mechanical hazards, moving objects

Special Conditions
None

Work Group
Small group

Standard Training Period
7 days

Standard Amount of Direct Supervision
Moderate

Groundskeeper

Brain Injury

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Collect and organize information
- Analyze and synthesize information

Computer Tasks
- None

Mathematical Tasks
- None

Writing Tasks
- None

Reading Tasks
- None

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Report accurately what others have said

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment
- Tend machine(s)
- Operate machine(s)
- Operate job-related power tool(s)

Special Considerations for This Worker

Limitations

Reading, writing, spelling, mathematics, cannot work alone, epilepsy

Special Training

Supervisor provided daily on-the-job training. Employee entered permanent employment at completion of special training.

Job Accommodations

Job placement by community agency.

Personal Strengths
- Works well with co-workers
- Cooperative
- Attendance and on-time to work

Financial Incentives for Hiring

Job Training Partnership Act - On-the-Job Training wage subsidy

Group Leader

Mental Retardation - Borderline

D.O.T. #589.135-010

Company Information

Company Name
Winston-Salem Goodwill Industries
Rehabilitation Center, Inc.
2701 North Cherry Street
Winston-Salem, NC 27115-4194

Description of Company
Rehabilitation agency including workshop/retail sales

Number of Employees
142 total company
108 this site

For more information, contact
Mark E. Garber, Personnel Manager
(919) 724-3621

Requirements of This Job

Academic Credentials Required
GED

Work Experience Required
Preferred

Examinations Required
Physical

Other Job Requirements
None

Job Information

Wages
$3.70 per hour

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Life insurance

Work Schedule
Permanent status
5 days a week, 7.5 hours a day
8:15 a.m. to 4:15 p.m.

Work Setting
Factory

Probationary Period
3 months

Employment History
1 year, 4 months with company
11 months in this position

Narrative Description
Trains clients and employees in independent nonmechanical sorting; quality control; manifest shipping and receiving; and team work with other leaders and supervisors.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, stoop, kneel, crouch, sit, turn, see, color vision, hear, finger dexterity

Environmental Conditions
None

Special Conditions
Determination skills

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
3 months

Standard Amount of Direct Supervision
Minimal

Group Leader

Mental Retardation - Borderline

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Supervise personnel
- Represent the company at internal functions

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quality of materials
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English

Reading Tasks
- Read simple directions
- Read forms

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment

Special Considerations for This Worker

Limitations
- Lifting, carrying, pushing, pulling

Special Training
- The department manager provided special training daily for 3 months in job responsiblities and leadership skills.

Job Accommodations
- The training period was monitored by the manager and case worker.

Personal Strengths
- Determined
- Understanding of responsiblities
- Works with others

Financial Incentives for Hiring
- None

Housekeeper

Slow Learner and Speech

D.O.T. #321.137-010

Company Information

Company Name
Saga/Marriott Corporation
2424 Swedesford Road
Malvern, PA 19355

Description of Company
Food service.
Full service hotel training center.

Number of Employees
60,000 total company
105 this site

For more information, contact
Mitchell S. Seltzer, Director
(215) 647-8200

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 16 minimum
On call

Job Information

Wages
$4.00 per hour

Benefits
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Meals and uniforms

Work Schedule
Permanent status
5 days a week, 7-8 hours a day
8:00 a.m. to 3-4:00 p.m.

Work Setting
Hotel

Probationary Period
90 days

Employment History
4 months with company
4 months in this position

Narrative Description
Hotel housekeeping including cleans and sets up rooms and changes sheets and towels. Repairs damages.

Physical Demands
100% light work

Physical Activities Performed
Push, pull, reach, stoop, kneel, crouch, turn, see, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone

Standard Training Period
40 hours or 5 days

Standard Amount of Direct Supervision
Moderate

Housekeeper

Slow Learner and Speech

Significant Duties

Leadership/Administrative/Managerial

None

Problem Solving/Reasoning Tasks

Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Evaluate for accuracy and completeness

Computer Tasks

None

Mathematical Tasks

Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Estimate quantities needed to do a job

Writing Tasks

Copy accurately
Write legibly

Reading Tasks

Identify work-related symbols/signs
Read simple directions

Communication Tasks

Listen
Follow intent of oral directions
Talk
Speak clearly

Manual Perceptual Tasks

Eye-hand coordination
Hand work
Use job-specific hand tools and equipment

Special Considerations for This Worker

Limitations

Requires reminders to stay on task, speaking

Special Training

Employer/supervisor provided extra supervision and coaching during the special training period. The employee entered permanent employment upon completion of the special training.

Job Accommodations

Job placement and followup provided by HandiCrafters agency.

Personal Strengths

Honest
Good attendance
Cooperative

Financial Incentives for Hiring

Job Training Partnership Act On-the-Job Training wage subsidy

Other Job Replication Factors

Keep employee in mind for promotion to other jobs. Persons with handicaps are safety conscious employees. Don't make employees with handicaps "stand out" as "special" employees or trainees. Disabled employees reduce the turnover in these types of jobs.

Janitor

D.O.T. #382.664-010

Company Information

Company Name
Thresholds Rehabilitation, Inc.
2944 North Broadway
Chicago, IL 60657

Description of Company
Community based rehabilitation agency.

Number of Employees
140 total company
15 this site

For more information, contact
Jeffrey Wyse, Field Supervisor
(312) 472-4581

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Must participate in Janitorial Skills Training Program prior to employment.

Examinations Required
None

Other Job Requirements
Age 18 minimum
Dress code

Job Information

Wages
$6.00 per hour

Benefits
Paid holidays
FICA
Worker's compensation

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office building

Probationary Period
None

Employment History
2 years with company
6 months in this position

Narrative Description
Janitorial cleaning in office buildings, stocking of shelves in commissary, and assembly.

Physical Demands
10% sedentary, 65% light work, 15% medium work, 10% heavy work

Physical Activities Performed
Push, pull, reach, climb, balance, stoop, kneel, see, hear, finger dexterity

Environmental Conditions
Dust, dirt, odors, noise

Special Conditions
None

Work Group
Works alone, one-to-one

Standard Training Period
2-1/2 months

Standard Amount of Direct Supervision
Minimal

Janitor

Mental Illness

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work

Computer Tasks
None

Mathematical Tasks
None

Writing Tasks
None

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk

Manual Perceptual Tasks
- Eye-hand coordination
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment (maintenance and janitorial tools)
- Operate machine(s) (floor scrubber and waxer, vacuum cleaner)
- Operate job-related power tool(s)

Special Considerations for This Worker

Limitations
Low frustration tolerance, writing, spelling, mathematics

Special Training
None

Job Accommodations
- Job coach supervises employee 2 hours per week to accommodate unstructured work day.
- Case worker provides 1 hour per week contact with employee to accommodate disability.

Personal Strengths
- Works for long periods without supervision
- Knowledge of janitorial jobs
- Interacts with people in a high visibility job

Financial Incentives for Hiring
None

Laborer

Learning Disability

D.O.T. #929.687-030

Company Information

Company Name
Barton's Builders Mart
3555 W. 3500 South
West Valley City, UT 84119

Description of Company
Lumber yard, hardware supplies, homebuilders store.

Number of Employees
10 total company
10 this site

For more information, contact
Bill Barton, Owner/Manager
(801) 968-2121

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Preferred experience with forklift, hand and table saws

Examinations Required
None

Other Job Requirements
Age 18 minimum, driver's license helpful

Job Information

Wages
$3.35 per hour

Benefits
Paid sick days
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Permanent status
5-6 days a week, 6-8 hours a day
8:00 a.m. to 4-5:00 p.m.

Work Setting
Lumber yard

Probationary Period
30 days

Employment History
4 months with company
4 months in this position

Work Group
Works alone, one-to-one and in small group

Standard Training Period
None

Standard Amount of Direct Supervision
None to minimal

Narrative Description
Measures and cuts lumber boards on table saw; cuts and forms stakes; piles and stacks lumber appropriately according to measurements; boxes, loads and unloads orders; drives forklift; assists in building additions; drives a truck; occasionally assists customers in store to locate objects; and clean-up and minimal maintenance done by all.

Physical Demands
30% light work, 45% medium work, 25% heavy work

Physical Activities Performed
Push, pull, reach, crouch, turn, see, depth perception, finger dexterity, size and shape discrimination, spatial perception

Environmental Conditions
Dust, dirt, vibration, mechanical hazards

Special Conditions
High rate of production at times, precision/quality, high level of stress (deadlines) sometimes, must be orderly and neat

Laborer

Learning Disability

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities to some degree
- Recognize and use appropriate procedures
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Make and use measurements

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs

Communication Tasks
- Follow intent of oral directions

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate machine(s)
- Set up machine(s)
- Operate job-related power tool(s) (table saw, hand saw, lathe, sander)

Special Considerations for This Worker

Limitations

Appearance, reading, writing, spelling, following written directions

Special Training

Supervisor provided minimal initial instructions on use of machines.

Job Accommodations

Occasional follow-up visits by on-the-job training staff and Special Vocational Services.

Personal Strengths
- Willing to learn
- Good attitude
- Industrious
- Self starter
- Willing to please
- Appreciative

Financial Incentives for Hiring

Initial trial month was subsidized part-time by Special Vocational Services. Employee sponsored full time under Job Training Partnership Act's on-the-job training program.

Other Job Replication Factors

Targeted Job Tax Credit

Laborer

Mental Illness

D.O.T. #929.687-030

Company Information

Company Name
Southeastern Products
607 Worley Road
Greenville, SC 29609

Description of Company
Designer and manufacturer of custom interior designs.

Number of Employees
80 total company
60 this site

For more information, contact
Cindy Klauck, Mental Health Worker
(803) 242-9193

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$3.35 per hour

Benefits
FICA

Work Schedule
Temporary status
5 days a week, 4 hours a day
12:30 p.m. to 4:30 p.m.

Work Setting
Warehouse

Probationary Period
Continuous

Employment History
Unknown

Narrative Description
Paints, counts and sorts tags, labels, cards, etc.; cleans; performs material handling; and assembly tasks. Performs a variety of jobs with product boxes, kits, and tables, including cleaning, packing, wrapping, sawing, and shipping tasks.

Physical Demands
10% sedentary, 60% light work, 20% medium work, 10% heavy work

Physical Activities Performed
Push, pull, reach, stoop, kneel, crouch, sit, turn, see, finger dexterity

Environmental Conditions
Hot, cold, dust, dirt, odors, noise, inadequate ventilation, moving objects, high places

Special Conditions
Precision/quality

Work Group
Small group

Standard Training Period
Continuous

Standard Amount of Direct Supervision
Maximal

Laborer

Mental Illness

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks
- None

Mathematical Tasks
- Count
- Estimate quantities needed to do a job
- Use numerical values from charts, diagrams, tables

Writing Tasks
- None

Reading Tasks
- Read simple directions

Communication Tasks
- Follow intent of oral directions

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment (paint brush, screwdriver, hammer, rivet gun, hand tape dispenser, etc.)
- Operate machine(s) (table saw)
- Operate job-related power tool(s) (drill, covered table saw, hot glue gun, staple gun)

Special Considerations for This Worker

Limitations

Interactions with coworkers, spelling, mathematics, requires structure on job tasks, speaking, following written directions

Special Training

Special training on daily tasks provided by mental health worker.

Job Accommodations

Job placement and daily followup provided by agency through an employer agreement (6 hours over period of time).

Job coaching, training, and inspection of work to maintain employee on the job (approximately 1 week plus 30 minutes daily for training and 15 minutes daily for inspection) provided by mental health staff.

Employee rides with a friend or staff member to accommodate no public bus system or driver's license (1 hour/week).

Support services (i.e., doctor appointments, medications, counseling) provided by mental health agency to maintain employee's confidence and motivation.

Personal Strengths

Cooperative
Dependable
Positive work attitude

Financial Incentives for Hiring

None

Other Job Replication Factors

Opportunity for entry level jobs.

Laborer - NA1

Mental Retardation (Down's Syndrome)

D.O.T. #922.687-058

Company Information

Company Name
Navy Exchange
7500 Sandpoint Way NE
Seattle, WA 98115

Description of Company
Retail sales/services

Number of Employees
195 this site

For more information, contact
Jean Schmer
Support Services Supervisor
(206) 527-7802

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Dress code

Job Information

Wages
$4.94 per hour

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Receiving area of retail store

Probationary Period
6 months

Employment History
18 years with company
17 years in this position

Narrative Description
Cuts cardboard boxes and places in compacter (does not operate compacter); takes trash to dumpster; performs carryouts for customers; stocks shelves of simple items (i.e., cigarettes); and keeps work area and back rooms clean.

Physical Demands
5% light work, 95% medium work

Physical Activities Performed
Push, pull, reach, climb, stoop, kneel, turn, see, hear, finger dexterity

Environmental Conditions
Hot, cold, dry, wet, dust, noise, moving objects

Special Conditions
None

Work Group
Works alone and in large group

Standard Training Period
8 hours

Standard Amount of Direct Supervision
Moderate

Laborer - NA1

Mental Retardation
(Down's Syndrome)

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Conduct work activities in appropriate sequence

Computer Tasks
None

Mathematical Tasks
Understand order (e.g., first, second, last)

Writing Tasks
None

Reading Tasks
Identify work-related symbols/signs

Communication Tasks
Listen
Follow intent of oral directions

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Use job-specific hand tools and equipment (cutting and janitorial tools)

Special Considerations for This Worker

Limitations
Low frustration tolerance, reading, writing, spelling, mathematics, kneeling, squatting, limited stamina, remembering, speaking, following written directions

Special Training
Supervisor provided daily special training on how to break boxes until employee learned the job. Employee entered permanent employment upon completion of the special training.

Job Accommodations
Repetitive instructions on job routine tasks provided by employer to accommodate employee's concentration on job duties.
Employee's bus schedule/time given to supervisor who would call residence if employee did not arrive to work on time.

Personal Strengths
Lifts up to 20-50 lbs.
Stands and cuts up boxes
Puts boxes in compacter

Financial Incentives for Hiring
None

Other Job Replication Factors
Work closely with person's counselor and/or family. They reinforce the employee's progress, praise, etc., and assist in off work hours repeating job duties and schedules. Employer should create "family feelings" of belonging to employee.

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Laborer (Special)

Deafness, Non-Verbal

D.O.T. #381.687-014

Company Information

Company Name
Physical Plant
University of Wisconsin
1217 University Ave.
Madison, WI 53706

Description of Company
Custodial/trade services

Number of Employees
500+ total company
11 this site

For more information, contact
Donald Sprang, Personnel Manager
(608) 263-3086

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
Civil Service

Other Job Requirements
Union membership
Civil Service exam

Job Information

Wages
$8.50 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:00 a.m. to 3:30 p.m.

Work Setting
Various university buildings

Probationary Period
6 months

Employment History
21 years with company
16 years in this position

Narrative Description
Washes windows from extension ladders, portable scaffolding and suspended motorized "swinging scaffolding." In the winter months cleans light fixtures in University buildings; clears snow from sidewalks; and performs general custodial duties as required.

Physical Demands
80% light work, 20% medium work

Physical Activities Performed
Reach, climb, balance, stoop, crouch, see

Environmental Conditions
Hot, cold, dust, moving objects, cramped quarters, high places, electrical hazards, radiant energy

Special Conditions
None

Work Group
Works alone, and in small and large groups

Standard Training Period
2 days

Standard Amount of Direct Supervision
Moderate

Laborer (Special)

Deafness, Non-Verbal

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work

Computer Tasks
- None

Mathematical Tasks
- None

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- See Reading Tasks

Manual Perceptual Tasks
- Hand work
- Use job-specific hand tools and equipment
- Operate machine(s)
- Set up machines(s)

Special Considerations for This Worker

Limitations
- Total loss of hearing

Special Training
- None

Job Accommodations
- Supervisor voluntarily learned basic sign language (not a job requirement).
- TDD (Telecommunication Device for the Deaf) installed at custodial office to enable employee to call.

Personal Strengths
- Quality of work
- Adequate output of work
- Good attendance

Financial Incentives for Hiring
- None

Mailroom Worker

Mental Retardation - Educable

D.O.T. #209.587-026

Company Information

Company Name
Rice Lake Weighing Systems
230 West Coleman Street
Rice Lake, WI 54868

Description of Company
Manufacturer of weighing and precision equipment and components, parts and weights.

Number of Employees
100+ total company

For more information, contact
Helen Finazzo, Marketing Assistant
(715) 234-9171

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$3.75 per hour

Benefits
- Paid vacation
- Paid holidays
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Life insurance

Work Schedule
Permanent status
6 days a week, 7 hours a day (M-F) or 5 (Sat.)
7:30 a.m. to 3:00 p.m. (M-F), 7:00 a.m. to 12:00 p.m. (Sat.)

Work Setting
Factory-mailroom

Probationary Period
3 months

Employment History
1 year with company
1 year in this position

Narrative Description
Stuffs, seals, and places self-adhesive labels on envelopes; sorts by zip code; rubber bands groups; labels bags; and collates some mailings before stuffing letters.

Physical Demands
60% sedentary, 39% light work, 1% medium work

Physical Activities Performed
Push, pull, reach, sit, turn, see, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
1 hour

Standard Amount of Direct Supervision
Moderate

Mailroom Worker

Mental Retardation - Educable

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize the effects of changing quantity or quality of materials
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)

Writing Tasks
- Copy accurately
- Write legibly

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Tend machine(s) (clean shutdown machinery)

Special Considerations for This Worker

Limitations
- Low frustration tolerance

Special Training
- None

Job Accommodations

Job coach from vocational rehabilitation grant provided supervision and assistance to employee.

Personal Strengths
- Friendly
- Willing to do whatever asked

Financial Incentives for Hiring
- None

Manager, Division Minority Affairs

Physical Handicap - Chest Area from Vietnam Gun Shot Wound

D.O.T. #168.167-014

Company Information

Company Name
Raytheon Company
Submarine Signal Division
1847 West Main Road
Portsmouth, RI 02871

Description of Company
Design, engineering, manufacturing and servicing of advanced electronic devices, equipment and systems for both government and commerical customers.

Number of Employees
73,000 total company
3,200 this site

For more information, contact
Kenneth Garthee, Manager
Division Minority Affairs
(401) 847-8000

Requirements of This Job

Academic Credentials Required
Bachelor's degree

Work Experience Required
Preferred

Examinations Required
Physical
Hearing
Vision

Other Job Requirements
Dress code

Job Information

Wages
Information not available

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:45 p.m.

Work Setting
Office

Probationary Period
3 months

Employment History
10 years with company
3 years in this position

Narrative Description
Plans, develops and coordinates all aspects of an effective affirmative action program; establishes Equal Employment Opportunity goals; and participates in all phases of employment, training, management, counseling, and community relations.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, see, hear, finger dexterity

Environmental Conditions
None

Special Conditions
Precision/quality
Distracting conditions
High level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
6 months

Standard Amount of Direct Supervision
Minimal

Manager, Division Minority Affairs

Physical Handicap - Chest Area from Vietnam Gun-Shot Wound

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Enter data into computers
- Access data from computers
- Perform systems analysis

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Hand work
- Use keyboard skills
- Develop visual presentations

Special Considerations for This Worker

Limitations

Lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, chronic pain

Special Training

None

Job Accommodations

None

Personal Strengths

Communicates with and listens to others

Motivates employees

Takes on new assignments and complete them in a timely manner

Financial Incentives for Hiring

None

Other Job Replication Factors

Interviewing skills and presentation skills are necessary for effective management of Equal Employment Opportunity program. A person who is truly concerned about outside, community activities would be very effective.

Messenger

Developmental Disability

D.O.T. #230.667-010

Company Information

Company Name
Brisk Messenger Service
750 Eighth Avenue
New York City, NY 10036

Description of Company
Messenger service, employing messengers to pick up and deliver documents for law firms in mid-town Manhattan area.

Number of Employees
15 total company
15 this site

For more information, contact
Ken Moore
Federation Employment and Guidance Service/Supervisor
(212) 302-3639

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Knowledge of Manhattan preferred

Examinations Required
None

Other Job Requirements
Messenger pouch

Job Information

Wages
$3.35 per hour

Benefits
FICA

Work Schedule
Seasonal status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office and mid-town Manhattan area

Probationary Period
3 months

Employment History
5 months with company
5 months in this position

Narrative Description
Picks up documents at specific office addresses from a specific person. Makes delivery of the documents to the specific person at address given by dispatcher. Obtains signature to acknowledge receipt of delivered documents. Returns to dispatching office for another messenger assignment.

Physical Demands
100% light work

Physical Activities Performed
Run, climb, see, walk

Environmental Conditions
Hot, cold, humid, odors

Special Conditions
None

Work Group
Works alone

Standard Training Period
3 months

Standard Amount of Direct Supervision
Moderate

Messenger

Developmental Disability

Significant Duties

Leadership/Administrative/Managerial

None

Problem Solving/Reasoning Tasks

Recognize and use appropriate procedures

Conduct work activities in appropriate sequence

Computer Tasks

None

Mathematical Tasks

Count

Writing Tasks

Write legibly

Complete forms accurately

Reading Tasks

Read simple directions

Communication Tasks

Follow intent of oral directions

Report accurately what others have said

Manual Perceptual Tasks

Eye-hand coordination

Special Considerations for This Worker

Limitations

Low frustration tolerance, reading, writing, spelling, mathematics (5th grade level), remembering, following spoken directions, following written directions

Special Training

The employee is given a wage increase upon completion of the special training by placement agency supervisor.

Job Accommodations

Placement and followup services provided by community agency to maintain appropriate work performance (4 hours per week).

Supervisor reviews document receipts for accuracy to accommodate employee's limited reading and writing ability (1 hour per day).

Personal Strengths

Motivated

Pleasant personality

Enjoys contact with the public

Financial Incentives for Hiring

None

Other Job Replication Factors

Employer acceptance that limited academic grade level is of minor importance if applicant is motivated.

Moulder Operator

Back Problems (Lifts Maximum of 30 lbs.)

D.O.T. #616.360-018

Company Information

Company Name
Lamar Manufacturing, Inc.
1111 Air Park Road, P.O. Box 1248
Rhinelander, WI 54501

Description of Company
Mill work specializing in wood mouldings and paneling.

Number of Employees
10 total company (start up company; full production will employ 50)
10 this site

For more information, contact
Lavern A. Marquardt, President
(715) 369-1999

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Preferred

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$4.75 per hour

Benefits
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Seasonal status
5 days a week, 8 hours a day
7:30 a.m. to 4:00 p.m.

Work Setting
Factory

Probationary Period
30 days

Employment History
New company

Narrative Description
Sets up and operates high speed moulder.

Physical Demands
Lifts maximum of 10 lbs.; stands continuously.

Physical Activities Performed
Reach, stoop, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Dry, dust, noise, mechanical hazards, moving objects

Special Conditions
High rate of production
Precision/quality
Distracting conditions
High level of stress (deadlines, etc.)

Work Group
Small group

Standard Training Period
120 hours

Standard Amount of Direct Supervision
Minimal

Moulder Operator

Back Problem
(Lifts Maximum of 30 lbs.)

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quality of materials
- Identify alternative approaches or solutions
- Correct deficiencies
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Make and use measurements
- Use formulas (translating, substituting values)

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Tend machine(s)
- Operate machine(s)
- Set up machine(s)

Special Considerations for This Worker

Limitations
- Lifting, carrying

Special Training
- None

Job Accommodations
- None

Personal Strengths
- Tries to be perfect
- Leadership qualities
- Above average mechanical ability

Financial Incentives for Hiring
- On-the-job training wage subsidy

Occupational Therapist

Polio - Residuals

D.O.T. #076.121-010

Company Information

Company Name
Sacred Heart Hospital
900 West Clairemont
Eau Claire, WI 54701

Description of Company
Acute care hospital with 24 bed rehabilitation unit serving both in- and out-patients.

Number of Employees
Approximately 800 total company

For more information, contact
Sally Krohn
Occupational Therapist Registered
(715) 839-4121

Requirements of This Job

Academic Credentials Required
Bachelor's degree
Registry with American Occupational Therapy Association

Work Experience Required
6 month internship

Examinations Required
Physical

Other Job Requirements
Dress code

Job Information

Wages
$12.10 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Hospital

Probationary Period
3 months

Employment History
5 years with company
5 years in this position

Narrative Description
Performs direct patient care; evaluates; plans treatment; documents patient and family education; and attends and reports orally at medical staffings.

Physical Demands
75% sedentary, 20% light work, 5% medium work

Physical Activities Performed
Push, pull, reach, balance, stoop, kneel, crouch, sit, turn, see, hear, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
Precision/quality
Distracting conditions
High level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
6 month internship

Standard Amount of Direct Supervision
Minimal

Occupational Therapist

Polio - Residuals

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership (student training)
- Represent the company at internal functions
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Enter data into computers
- Access data from computers

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Use numerical values from charts, diagrams, tables
- Make and use measurements

Writing Tasks
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information
- Read medical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Tend machine(s)

Special Considerations for This Worker

Limitations

Lifting, carrying, difficulty transferring patients

Special Training

None

Job Accommodations

Occupational Therapy aides assist with patient lifting and transfers.

Some rearranging of files and storage of equipment to accommodate employee's ability to reach.

Stools with wheels used for better mobility in the department.

Personal Strengths

Understands psychology and science
Works with people
Flexible

Financial Incentives for Hiring

None

Paper Shredder

Mental Retardation

D.O.T. #680.685-082

Company Information

Company Name
People's National Bank of Central Pennsylvania
117 South Allen Street
State College, PA 16801

Description of Company
Bank - serve customers in the area of deposits, withdrawals, and lending.

Number of Employees
275 total company
85 this site

For more information, contact
Donna K. Martin
Assistant Operations Officer
(814) 237-7641 ext. 253

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$3.35 per hour

Benefits
None

Work Schedule
Temporary status
3 days a week, 5 hours a day
9:00 a.m. to 3:00 p.m.

Work Setting
Office

Probationary Period
None

Employment History
1 year with company
1 year in this position

Narrative Description
Shreds paper documents (i.e., customer accounts) that can not be discarded in trash receptacles. Some cleaning duties.

Physical Demands
95% sedentary, 5% light work

Physical Activities Performed
Push, pull, reach, stoop, turn, see, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Dust, noise

Special Conditions
None

Work Group
Works alone

Standard Training Period
1 hour

Standard Amount of Direct Supervision
Minimal

Paper Shredder

Mental Retardation

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Identify alternative approaches or solutions

Computer Tasks
- None

Mathematical Tasks
- None

Writing Tasks
- None

Reading Tasks
- None

Communication Tasks
- Listen
- Communicates with supervisor if employee has problems

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment
- Operate machine(s)

Special Considerations for This Worker

Limitations

Acceptance of supervision, reading, spelling, mathematics, works alone with some supervision, remembering, speaking, following spoken directions

Special Training

Special training by the Association for Retarded Citizens job coach for approximately 3 months included direct supervision, use of essential tools and extensive verbal prompting.

Job Accommodations

Placement and training assistance provided by Association for Retarded Citizens agency services.

Personal Strengths
- Generally pleasant
- Very proud to work at a bank
- Anxious to please others

Financial Incentives for Hiring
- None

Other Job Replication Factors

The employee, who is mentally handicapped, retains what is expected most of the time.

Payment Clerk

Physical Handicap/ Uses Wheelchair for Mobility

D.O.T. #216.387-010

Company Information

Company Name
A. G. Edwards & Sons
1 North Jefferson
St. Louis, MO 63103

Description of Company
Retail brokerage house

Number of Employees
5400 total company
1500 this site

For more information, contact
James T. Whalen, A.V.P.
(314) 289-3621

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
Payroll procedures preferred

Examinations Required
Math-Spelling-Filing

Other Job Requirements
Bondable, dress code

Job Information

Wages
$860.00 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
3 months

Employment History
7 months with company
7 months in this position

Narrative Description
Matches "buy order" trades with customers fund application. Works with reports from fund processors when buy trade is unpaid.

Physical Demands
100% sedentary

Physical Activities Performed
Reach, sit, turn, see, hear, finger dexterity

Environmental Conditions
Noise, cramped quarters

Special Conditions
Precision/quality
Some deadlines

Work Group
Small group

Standard Training Period
3 months

Standard Amount of Direct Supervision
Moderate

Payment Clerk

Physical Handicap/
Uses Wheelchair for Mobility

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence

Computer Tasks
Enter data into computers
Access data from computers

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+,-,x,/)

Writing Tasks
Copy accurately
Write legibly
Complete forms accurately
Write sentences in standard English

Reading Tasks
Identify work-related symbols/signs
Read simple directions
Read technical information

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Operate machine(s) (copier, CRT)
Use keyboard skills

Special Considerations for This Worker

Limitations
Lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting

Special Training
The employee attended regular training sessions.

Job Accommodations
None

Personal Strengths
Accurate
Good attendance
Math aptitude

Financial Incentives for Hiring
None

Other Job Replication Factors
A desire to go through some minor initial inconvenience to get the employee set up through some job re-structuring of duties.

Photographer - Darkroom Tech

Multiple Birth Defects - Use of Artificial Leg - Stands 4' 7"

D.O.T. #143.062-034

Company Information

Company Name
The Berkeley Democrat
P.O. Box 1057
Moncks Corner, SC 29461

Description of Company
Weekly county newspaper

Number of Employees
12 total company

For more information, contact
C. Allen Leopold, Photographer
(803) 761-8333

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
Preferred

Examinations Required
None

Other Job Requirements
Driver's license, on call

Job Information

Wages
$3.75 per hour

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Life insurance

Work Schedule
Permanent status
5-7 days a week, 8 to 18 hours per day
9:00 a.m. to ?

Work Setting
Office and darkroom

Probationary Period
6 weeks

Employment History
3.5 months with company
3.5 months in this position

Standard Training Period
1 month

Standard Amount of Direct Supervision
Minimal

Narrative Description
Photo Journalist; captures events for press each week. Performs all darkroom work from developing film to shooting full page negatives; uses all print equipment for black and white photos; works with chemicals for film and print processing; shoots and processes Kodak PMTs, half tones, and line negatives of pages; and works with people from government officials to John Q. Public.

Physical Demands
15% sedentary, 45% light work, 40% medium works

Physical Activities Performed
Push, pull, reach, run, climb, balance, stoop, kneel, crouch, sit, turn, see, color vision, depth perception, hear, sense of smell, sense of taste, sense of touch, finger dexterity

Environmental Conditions
Odors, toxic conditions

Special Conditions
Precision/quality, high level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one and in small group

Photographer - Darkroom Tech

Multiple Birth Defects - Use of Artificial Leg - Stands 4' 7"

Significant Duties

Leadership/Administrative/Managerial
- Represent the company at internal functions
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Use numerical values from charts, diagrams, tables
- Make and use measurements
- Use formulas (translating, substituting values)

Writing Tasks
- Write legibly
- Organize, select, and relate ideas in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment (cameras and darkroom equipment)
- Tend machine(s)
- Operate machine(s) (Kenro 3700 Process Camera)
- Set up machine(s)
- Develop visual presentations

Other Significant Duties or Job Features
- Photographing events and people.
- Getting into the right places for any photographs

Special Considerations for This Worker

Limitations
Spelling, lifting, carrying, standing, walking, kneeling, squatting

Special Training
After private instruction the employee entered permanent employment and received a wage increase.

Job Accommodations
A platform was built by employer to accommodate reaching the height of the equipment.
Equipment hand control switch provided by employer to replace foot switch to accommodate employee's foot mobility.

Personal Strengths
Stamina - does not admit to any limitations - believes that a person can do anything anyone else can with a normal physical body
Loyalty to duties and friends
Aggressive in pushing for beliefs

Financial Incentives for Hiring
None

Other Job Replication Factors
Employers need to learn to see people for their abilities not disabilities. Take a chance on people, you may find you get a better employee because you were the one to give someone that one break.

Physical Science Aide
(Glassware Washer)

Mental Retardation
(Down's Syndrome)

D.O.T. #381.687-022

Company Information

Company Name
Northern Regional Research Center,
ARS, USDA
1815 North University Street
Peoria, IL 61604

Description of Company
U.S. Government research laboratory performing chemical, microbiological, and engineering research related to agriculture. Main products are research publications and patents.

Number of Employees
8,000 (ARS) total company
320 this site

For more information, contact
L. H. Princen, Center Director
(309) 685-4011, Ext. 540

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$960.00 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Laboratory research area

Probationary Period
1 year

Employment History
8 years with company
8 years in this position

Standard Training Period
1 day

Standard Amount of Direct Supervision
Moderate

Narrative Description
Cleans laboratory glassware, thin-layer chromatographic (TLC) plates, equipment such as TLC coating apparatus and blenders; prepares vials; follows safety regulations and specifically destroys toxic compounds with alkali and oxidizing agents; and keeps track of glassware for two chemists, four physical science technicians and numerous foreign trainees so clean glassware is available for their experiments at all times.

Physical Demands
10% sedentary, 90% light work

Physical Activities Performed
Push, reach, stoop, kneel, crouch, turn, see, depth perception, hear, sense of touch, finger dexterity, wears protective clothing

Environmental Conditions
Mechanical hazards, toxic conditions

Special Conditions
Precision/quality

Work Group
Large group

Physical Science Aide
(Glassware Washer)

Mental Retardation
(Down's Syndrome)

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work

Computer Tasks
None

Mathematical Tasks
None

Writing Tasks
None

Reading Tasks
Identify work-related symbols/signs

Communication Tasks
- Listen
- Follow intent of oral directions

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment (glassware cleaning tools)

Special Considerations for This Worker

Limitations
Following written directions

Special Training
Supervisor provided additional reinforcement during training to foster employee's self confidence. Employee entered permanent employment upon completion of the special training.

Job Accommodations
- Special stool to accommodate employee's short stature provided by employer ($50.00).
- Transportation to and from work provided by family. Employee could use bus.
- Parents counseled by supervisor.

Personal Strengths
- Reliable
- Friendly
- Motivated

Financial Incentives for Hiring
None

Other Job Replication Factors
- Provide understanding atmosphere for all personnel involved to succeed fully with handicapped employee. Before working here, employee had never spoken one word in public and people thought person was mute. Now he talks freely and feels one of the gang.
- Supervisor must be alert to disabled employees' physiological behavior, which may or may not surface with coworkers.

Physical Science Technician

Amputee (Lower Arm)

D.O.T. #199.364-014

Company Information

Company Name
Northern Regional Research Center,
ARS, USDA
1815 North University Street
Peoria, IL 61604

Description of Company

U.S. Government research laboratory performing chemical, microbiological and engineering research related to agriculture. Main products are research publications and patents.

Number of Employees
8,000 (ARS) total company
320 this site

For more information, contact
L. H. Princen, Center Director
(309) 685-4011, Ext. 540

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Civil Service exam

Job Information

Wages
$1,683.00 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Laboratory research area

Probationary Period
1 year

Employment History
19 years with company
5 years in this position

Standard Training Period
Months

Standard Amount of Direct Supervision
Minimal

Narrative Description

Collates samples received; prepares samples for analysis, tabulates, and returns results to cooperating scientists; performs conversion of nitrogenous samples to nitrogen gas by chemical conversion injection system; maintains conversion unit and associated equipment; operates the mass spectrometer interfaced to the nitrogen conversion unit; must recognize equipment malfunctions and low-quality data and take corrective actions; and must maintain laboratory supplies.

Physical Demands
70% sedentary, 30% light work

Physical Activities Performed
Push, pull, reach, stoop, sit, turn, see, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Odors, electrical hazards, toxic conditions

Special Conditions
High rate of production
Precision/quality

Work Group
Works alone, one-to-one

Physical Science Technician

Amputee (Lower Arm)

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Collect and organize information
Analyze and synthesize information
Identify alternative approaches or solutions
Review progress periodically
Evaluate for accuracy and completeness
Correct deficiencies
Summarize and draw conclusions
Devise new ideas and better work methods

Computer Tasks
Enter data into computers
Access data from computers

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+,-,x,/)
Estimate quantities needed to do a job
Use numerical values from charts, diagrams, tables
Make and use measurements
Use formulas (translating, substituting values)

Writing Tasks
Copy accurately
Write legibly
Complete forms accurately
Produce intelligible written documents

Reading Tasks
Identify work-related symbols/signs
Read simple directions
Read technical information

Communication Tasks
Listen
Follow intent of oral directions
Talk

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Construct, fabricate or assemble materials
Use job-specific hand tools and equipment
Operate machine(s) (mass spectrometer)
Use keyboard skills

Special Considerations for This Worker

Limitations

Physical limitations related to disability

Special Training

Supervisor provided initial special scientific/technical training. Employee received wage increase upon completion of the training.

Job Accommodations

Special tools were designed by supervisor and employee and built in machine shop to overcome lack of dexterity due to loss of arm.

Personal Strengths

Intelligent

Desire to work and perform well

Financial Incentives for Hiring

None

Other Job Replication Factors

Willingness to consider all options to make the job fit the employee before rejecting the idea.

Employee lost one arm above the elbow in Vietnam. Became security guard at Research Center. Position had limited challenge and promotion potential. Employee had poor sick leave record during this time. Due to subcontracting of guard services, employee was offered laboratory position. Employee has responded to challenges, enjoyed work, changed personality, received a promotion, and has nearly perfect attendance.

This is a good example of how the right job changes with the right people can make the difference between day and night in the person's job performance.

Physicist

Blindness - Legal

D.O.T. #023.061-014

Company Information

Company Name
U.S. Army Atmospheric Sciences Laboratory
Attn: SLCAS-AR-P
White Sands Missile Range, NM
88002-5501

Description of Company
U.S. Army - defense

Number of Employees
400 total company
400 this site

For more information, contact
T.L. Barber, Physicist
(505) 678-2542/4005

Requirements of This Job

Academic Credentials Required
Bachelor's degree

Work Experience Required
Preferred

Examinations Required
Physical

Other Job Requirements
None

Job Information

Wages
$3,400 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:45 a.m. to 4:15 p.m.

Work Setting
Office

Probationary Period
6 months

Employment History
28 years with company
11 years in this position

Narrative Description
Carefully defines an area of research in atmospheric science in a problem area of interest to the Laboratory; defines a route to be taken in solving the problem with experimentation and mathematics; and reports on the results in written technical reports or in talks to scientific groups at national conferences and meetings.

Physical Demands
75% sedentary, 25% light work

Physical Activities Performed
Sit, hear, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
None

Physicist

Blindness - Legal

Significant Duties

Leadership/Administrative/Managerial
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Enter data into computers
- Access data from computers
- Perform word processing
- Write programs
- Perform systems analysis

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Use job-specific hand tools and equipment
- Use keyboard skills
- Develop visual presentations

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Special Considerations for This Worker

Limitations

Acceptance of supervision, vision

Special Training

None

Job Accommodations

None

Personal Strengths

Solves problems through reasoning skills
Interacts comfortably with co-workers
Pictures a physical phenomena in one's thought process.

Financial Incentives for Hiring

None

Other Job Replication Factors

Great personal patience and persistence.

Potato Sorter

Mental Retardation

D.O.T. #529.687-186

Company Information

Company Name
Idaho Bonded
4050 Lincoln Road
Idaho Falls, ID 83401

Description of Company
Manufacture of food products

Number of Employees
68 total company

For more information, contact
Ray Lynn Beattie, Manager
(208) 523-0310

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 18 minimum
On call

Job Information

Wages
$4.20 per hour

Benefits
Worker's compensation
Unemployment compensation
Medical insurance (1/2 of the premium for insurance on the individual)
Bonus at year end ($.25 an hour given for each hour worked. Good attendance and finish season work required.)

Work Schedule
Seasonal status
5 days a week, 6 hours a day
8:00 a.m. to 3:00 p.m.

Work Setting
Factory

Probationary Period
2-3 weeks

Employment History
9 months with company
9 months in this position

Narrative Description
Grades potatoes by sorting out defective ones, such as green, rot, bruised, knotty, wireworm, scab, and off type potatoes.

Physical Demands
100% light work

Physical Activities Performed
Push, reach, climb, balance, sit, see, color vision, depth perception, sense of smell, sense of touch, finger dexterity

Environmental Conditions
Hot, cold, dry, wet, dust, dirt, odors, mechanical hazards, moving objects

Special Conditions
High rate of production
Precision/quality
Product grader needs to take out the defective potatoes which requires staying on task

Work Group
Small group

Standard Training Period
10-15 days

Standard Amount of Direct Supervision
Moderate

Potato Sorter

Mental Retardation

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quality of materials

Computer Tasks
None

Mathematical Tasks
None

Writing Tasks
None

Reading Tasks
None

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
  - conversations
- Report accurately what others have said

Manual Perceptual Tasks
Hand work

Other Significant Duties or Job Features
Visually discriminate the good potatoes from the defective ones.

Special Considerations for This Worker

Limitations
Cannot work alone, reading, writing, spelling, mathematics, remembering, following spoken directions

Special Training
Job coach from the SPUDD Training Program provided 5 weeks on the job training. Instruction given 2 to 3 times for employee. The company recognized completion of this special training by hiring the individual.

Job Accommodations
- Job placement and followup services provided by Developmental Workshop, Inc. Placement Service.
- Employee rides with co-worker to accommodate no driver's license.
- Agency intervened with employer to retain employee on the job.

Personal Strengths
- Good eye-hand coordination
- Attendance
- Gets along with other people.

Financial Incentives for Hiring
None

Other Job Replication Factors
Knowledge of defective potatoes.

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President

Arthritis - Bedridden

D.O.T. #189.117-026

Company Information

Company Name
Handi Computing
3490 Taylor
East Lansing, MI 48823

Description of Company
Custom Computer Programming

Number of Employees
4 total company
4 this site

For more information, contact
Kirby Morgan, President
(517) 351-3250

Requirements of This Job

Academic Credentials Required
Associate degree, certificate, programming knowledge

Work Experience Required
Math/language programming preferred.

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$250 per month

Benefits
FICA
Worker's compensation
Unemployment compensation
Medical insurance

Work Schedule
Permanent status
7 days a week, 6-8 hours a day
12:00 p.m. to 10:00 p.m.

Work Setting
Home-based business setting

Probationary Period
None

Employment History
7 years with company
4 years in this position

Narrative Description
President of corporation - works as programmer/system analyst, and supervises two other programmers.

Physical Demands
100% sedentary

Physical Activities Performed
Reach, see, hear, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
1 month

Standard Amount of Direct Supervision
Minimal

President

Arthritis - Bedridden

Significant Duties

Leadership/Administrative/Managerial

- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks

- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Mathematical Tasks

- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Use formulas (translating, substituting values)
- Prepare budgets

Writing Tasks

- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks

- Read technical information

Communication Tasks

- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks

- Eye-hand coordination
- Use keyboard skills

Computer Tasks

- Enter data into computers
- Access data from computers
- Perform word processing
- Write programs
- Perform systems analysis

Special Considerations for This Worker

Limitations
Lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, immobility

Special Training
None

Job Accommodations
Individual works in the p.m. hours to accommodate health care needs.
Computers are mounted on bed-high carts to accommodate limited mobility and reach ($600).
Accessible accommodations (i.e., large doors, ramp) were installed to operate business in the employee's residence.

Personal Strengths
Math skills
Language skills
Managerial skills

Financial Incentives for Hiring
None

Other Job Replication Factors
Assistance in starting up business.

Principal Civil Engineer

Multiple Sclerosis - Use of Wheelchair for Past 4 Years

D.O.T. #005.061-014

Company Information

Company Name
Metropolitan Sanitation District
111 East Erie Street
Chicago, IL 60611

Description of Company
Governmental utility for collection and treatment of sewage.

Number of Employees
2,000 total company
200 this site

For more information, contact
Robert Currie, S. Civil Engineer
(312) 751-3250

Requirements of This Job

Academic Credentials Required
Bachelor's degree
Professional Engineering Registration

Work Experience Required
Required at employee's level. However, openings exist for civil engineering graduates.

Examinations Required
Physical

Other Job Requirements
Civil Service exam

Job Information

Wages
$4,000 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 7 hours a day
8:45 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
1 year

Employment History
17 years with company
14 years in this position
(onset of disability after 8 years on the job)

Narrative Description
Examines plans for proposed sewer construction; telephones the design engineer and confirms the comments in writing if administrative or technical deficiencies are present; and recommends a permit be issued when deficiencies are corrected.

Physical Demands
100% sedentary (no walking or standing)

Physical Activities Performed
Push, pull, reach, sit, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Items out of reach

Special Conditions
None

Work Group
Small group

Standard Training Period
4 years engineering education

Standard Amount of Direct Supervision
None

Principal Civil Engineer

Multiple Sclerosis - Use of Wheelchair for Past 4 Years

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information
- Read plans/drawings

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups
- Prepare letters

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Develop visual presentations

Special Considerations for This Worker

Limitations

Limited reach due to use of wheelchair

Special Training

None

Job Accommodations

Coworkers supply out of reach items to accommodate use of wheelchair.

New building is accessible including side transfer toilet stall.

Public paratransit system is used to accommodate transportation needs.

Personal Strengths

Need to work diligently, persistently

Financial Incentives for Hiring

None

Production Team Worker

Hearing Impairment - Total Hearing Loss

D.O.T. #737.684-034

Company Information

Company Name
Ethicon, Inc.
Box 26202
Albuquerque, NM 87125

Description of Company
Manufactures medical wound closure products, i.e., sutures, skin staples, etc.

Number of Employees
6,000 total company
540 this site

For more information, contact
Alan J. Coleman
Personnel Administrator
(505) 768-5200

Requirements of This Job

Academic Credentials Required
High school diploma or GED

Work Experience Required
Minimum of 1 year job experience preferred

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$5.70 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance
Savings plan

Work Schedule
Permanent status
5 days a week, 8 hours a day
6:30 a.m. to 11:30 p.m.
Rotating shifts

Work Setting
Factory

Probationary Period
90 days

Employment History
6+ months with company
6+ months in this position

Narrative Description
Attaches metal needle to a thread (suture) by inserting suture into drilled hole in needle and crimping end; and packages needles into access packet by placing 8 sutures/needles into packet and folding packet.

Physical Demands
90% sedentary, 10% light work

Physical Activities Performed
Reach, sit, turn, see, depth perception, sense of touch, finger dexterity

Environmental Conditions
Noise

Special Conditions
High rate of production
Precision/quality

Work Group
Works alone, large group

Standard Training Period
5 days (formal), 12 months (informal)

Standard Amount of Direct Supervision
Moderate

Production Team Worker

Hearing Impairment - Total Hearing Loss

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Devise new ideas and better work methods

Computer Tasks
- Enter data into computers
- Access data from computers

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Handle basic calculations (+,-,x,/)
- Use numerical values from charts, diagrams, tables

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate machine(s)
- Set up machine(s)

Special Considerations for This Worker

Limitations

Hearing, speaking, following spoken directions

Special Training

A hearing interpreter provided by the company assisted with special training for the worker. Employee received a wage increase upon completion of special training.

Job Accommodations

A buddy system was developed for the employee at no additional cost for communication and safety purposes.

An interpreter is used from a local agency on an as-needed basis. Projected agency budget cost, $5,000 per year.

Personal Strengths
- Perseveres
- Good attendance
- Works with people

Financial Incentives for Hiring

Division of Vocational Rehabilitation subsidized interpreter fees.

Program Aide

Mental Disease - Criminal Offender

D.O.T. #355.674-014

Company Information

Company Name
Madison Area Adult Day Centers, Inc.
312 Wisconsin Avenue
Madison, WI 53703

Description of Company
Health maintenance adult day program for the frail elderly.

Number of Employees
13 total company
8 this site

For more information, contact
Sandra Howland
Activities/Volunteer Coordinator
(608) 256-3898

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Volunteer placement

Examinations Required
None

Other Job Requirements
On call

Job Information

Wages
$4.65 per hour

Benefits
None

Work Schedule
Temporary status
Varied number of days a week
4-6 hours a day
9:30 a.m. to 3:30 p.m.

Work Setting
Adult day center

Probationary Period
None, but must be a volunteer prior to employment

Employment History
1 year with company
6 months in this position

Narrative Description
Flexible duties: programs activities; assists in patient personal care and seating; directs other volunteers; monitors daily patient status and programs; and develops own programming of activities at times.

Physical Demands
45% light work, 45% medium work, 10% heavy work

Physical Activities Performed
Push, pull, reach, run, balance, stoop, kneel, crouch, sit, turn, see, depth perception, hear

Environmental Conditions
Noise, inadequate lighting

Special Conditions
Precision/quality
Distracting conditions
High level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
3 months

Standard Amount of Direct Supervision
Minimal

Program Aide

Mental Disease - Criminal Defender

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Implement company policies
- Specify goals and work tasks of others
- Supervise personnel (volunteers)

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- None

Writing Tasks
- Write legibly
- Complete forms accurately

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work

Other Significant Duties or Job Features
- Monitor safety of others including health status

Special Considerations for This Worker

Limitations

Low frustration tolerance, criminal offender

Special Training

Supervisor provides ongoing special training through experience with residents, orientation, and observation. Employee received recognition and formal employment after completing the volunteer training.

Job Accommodations
- Ongoing support and monthly goal setting are provided by supervisor.
- Staff and employee are encouraged to cooperate with placement agency.

Personal Strengths
- Leadership
- Program monitoring - health status, safety, activities flow
- Team work

Financial Incentives for Hiring
- None

Program Coordinator

Muscular Dystrophy

D.O.T. #189.167-030

Company Information

Company Name
Muscular Dystrophy Association (MDA)
810 Seventh Avenue
New York, NY 10019

Description of Company
Voluntary national health agency serving persons with neuromuscular diseases through research and patient care.

Number of Employees
5 this site

For more information, contact
Ronald J. Schenkenberger
Director, Patient and Community Services
(212) 586-0808

Requirements of This Job

Academic Credentials Required
Master's degree

Work Experience Required
Preferred

Examinations Required
None

Other Job Requirements
Driver's license, dress code

Job Information

Wages
Information not available

Benefits
- Paid vacation
- Paid holidays
- Pension
- FICA
- Worker's compensation
- Medical insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8-10 hours a day (average)
9:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
3 months

Employment History
4 years with company
4 years in this position

Narrative Description
Coordinates Association's programs in Hawaii including provision of services to individuals with neuromuscular disease through vendors, health care providers, and the MDA-sponsored clinic at Rehabilitation Hospital of the Pacific in Honolulu.

Physical Demands
80% sedentary, 20% light work

Physical Activities Performed
Sit, see, hear

Environmental Conditions
None

Special Conditions
None

Work Group
Varies

Standard Training Period
3 months

Standard Amount of Direct Supervision
Minimal

Program Coordinator

Muscular Dystrophy

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Implement company policies
- Represent the company at internal functions
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Collect and organize information
- Identify alternative approaches or solutions
- Review progress periodically
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- None

Writing Tasks
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordinacion
- Hand work

Special Considerations for This Worker

Limitations

Standing, walking, non-ambulatory

Special Training

Supervisor provided initial orientation to MDA programs. Employee entered permanent employment upon completion of the orientation.

Job Accommodations

Coworker accompanies employee to out-of-town meetings.

Wheelchair, speakerphone and Handicab transportation system used to accommodate disability (all at no cost to employee or employer).

Personal Strengths

Interpersonal skills
Administrative ability
Communication orally and written

Financial Incentives for Hiring

None

Programmer II

Quadriplegia (Polio)

D.O.T. #020.187-010

Company Information

Company Name
U.S. National Bank
Post Office Box 4412
Portland, OR 97208

Description of Company
Bank

Number of Employees
5000 total company
1000 this site

For more information, contact
Ronald H. Ryan, Programmer II
(503) 225-5136 a.m., 289-4670 p.m.

Requirements of This Job

Academic Credentials Required
GED

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
Information not provided

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 6 hours a day
8:15 a.m. to 12:15 p.m. at bank
3:30 p.m. to 5:30 p.m. at home

Work Setting
Office

Probationary Period
None

Employment History
5 years contract with company
5 years employee in this position

Narrative Description
Writes and maintains bank application computer programs.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, see, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
4-5 months

Standard Amount of Direct Supervision
Minimal

Programmer II

Quadriplegia (Polio)

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks
- Enter data into computers
- Access data from computers
- Write programs

Mathematical Tasks
- Understand order (e.g., first, second, last)
- Handle basic calculations (+,-,x,/)

Writing Tasks
- Complete forms accurately

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Report accurately what others have said

Manual Perceptual Tasks
- Operate machine(s)
- Use keyboard skills

Special Considerations for This Worker

Limitations

Lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, limited stamina

Special Training

A special, volunteer-staffed training program was implemented including in-home computer terminals. Initial instruction was provided by job coaches. The program was expanded to include other handicapped individuals and later became the basis for the company's programmer training program which includes handicapped and non-handicapped individuals. Employee entered permanent employment upon completion of the special training.

Job Accommodations

Local club for the handicapped obtained job lead.

Schedule adjusted by employer to accommodate employee's limited work endurance (4 hours at bank and 2 hours at home).

Home computer with mainframe access and foot operated shift key used for training provided by state Division of Vocational Rehabilitation.

More sophisticated home computer with full-screen editing and access to mainframe loaned by bank ($4,000).

Program listings and paper supplies carried by coworkers.

New building is totally accessible, and special handles on doors used by employee installed by employer ($100).

Personal Strengths

Reliable

Good work habits

Thorough, attention to detail

Financial Incentives for Hiring

None

Other Job Replication Factors

Commitment and willingness of the employer to make accommodations necessary to hire the handicapped to perform the job.

Programmer/Analyst

Deafness, Non-Verbal

D.O.T. #012.167-066

Company Information

Company Name
Central Maine Power Company
Edison Drive
Augusta, ME 04336

Description of Company
Electric utility

Number of Employees
2000+ total company

For more information, contact
Daniel Waldron, Superintendent
Customer Support Systems
(207) 623-3521 ext. 2679

Requirements of This Job

Academic Credentials Required
Bachelor's degree or computer experience

Work Experience Required
Computer programming preferred (1 year)

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
Information not provided

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:30 a.m. to 4:00 p.m.

Work Setting
Office

Probationary Period
6 months

Employment History
4 years with company
4 years in this position

Narrative Description
Analyzes computer systems and programs computer.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, see, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
None

Programmer/Analyst

Deafness, Non-Verbal

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Collect and organize information
Analyze and synthesize information
Identify alternative approaches or solutions
Evaluate for accuracy and completeness

Computer Tasks
Enter data into computers
Access data from computers
Write programs
Perform systems analysis

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Use numerical values from charts, diagrams, tables
Use formulas (translating, substituting values)

Writing Tasks
Write legibly
Complete forms accurately
Write sentences in standard English
Organize, select, and relate ideas in writing

Reading Tasks
Read simple directions
Read technical information

Communication Tasks
None

Manual Perceptual Tasks
Eye-hand coordination
Use keyboard skills

Special Considerations for This Worker

Limitations
Hearing, speaking

Special Training
None

Job Accommodations
Telecommunication device (TTY) was installed on home phone for contacting employee at night when needed (approximately $1200).
Sign-language training provided for employees working with disabled employee (2 hours a week for 8 weeks).

Personal Strengths
Intelligent
Logical thought pattern
Excellent problem-solving skills

Financial Incentives for Hiring
None

Programmer/Analyst

Quadriplegia - Incomplete

D.O.T. #012.167-066

Company Information

Company Name
Merchant's National Bank
One Merchant's Plaza, 6955
Indianapolis, IN 46255

Description of Company
Commercial

Number of Employees
1,500 total company
700 this site

For more information, contact
Rick Whitener
Manager, Technical Systems
(317) 267-7769

Requirements of This Job

Academic Credentials Required
Associate degree or equivalent experience in data processing.

Work Experience Required
Data processing preferred

Examinations Required
None

Other Job Requirements
Bondable, on call, dress code

Job Information

Wages
$2,100 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Medical insurance
- Dental insurance
- Life insurance
- Savings Plan
- Paid Parking

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
90 days, as with all new employees

Employment History
5 years with company
2 years in this position

Narrative Description
Analyzes information needs and develops computer procedures to meet those needs; develops program specifications; and writes tests and documents programs.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, see, hear, finger dexterity

Environmental Conditions
None

Special Conditions
High level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
Minimal

Programmer/Analyst

Quadriplegia - Incomplete

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Devise new ideas and better work methods

Computer Tasks
- Access data from computers
- Write programs
- Perform systems analysis

Mathematical Tasks
- Calculate costs
- Use formulas (translating, substituting values)

Writing Tasks
- Organize, select, and relate ideas in writing
- Produce intelligible written documents

Reading Tasks
- Read technical information

Communication Tasks
- Use appropriate vocabulary and grammar
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination
- Operate machine(s)
- Use keyboard skills

Special Considerations for This Worker

Limitations

Feeling/sensory, handling, fingering, lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, limited stamina, on kidney dialysis

Special Training
- None

Job Accommodations
- Arrives at work later for 3 days a week.
- Personal computer provided at home to accommodate need for kidney dialysis ($3,000).
- Co-workers help with coat and meals.
- Typing aids are provided by the employee.
- Desk top provided by employer raised to accommodate wheelchair ($100).
- Special doors installed to bank's secured areas (open when activated by the security system ($8,000)).
- Handicapped parking space for personal van located by next door parking garage (paid by the employee).

Personal Strengths
- Intelligent
- Persistent
- Positive attitude

Financial Incentives for Hiring
- Unknown

Other Job Replication Factors

Training program at Crossroad Rehabilitation Center was excellent preparation.

Receptionist/Word Processor

Multihandicaps - Polio Residuals, Mobility, Internal Problems

D.O.T. #237.367-038

Company Information

Company Name
Goodwill Industries-Manasota, Inc.
P.O. Box 988
Tallevast, FL 34270

Description of Company
Vocational rehabilitation agency serving handicapped persons.

Number of Employees
70 full-time, 37 part-time total company
Approximately 55 this site

For more information, contact
Dianne McFarlane, Director Personnel
(813) 355-2721

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
Office procedures preferred

Examinations Required
Hearing, vision, typing accuracy/speed

Other Job Requirements
Age 16 minimum, dress code

Job Information

Wages
$5.00 per hour

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance (available)
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:15 a.m. to 4:00 p.m.

Work Setting
Office reception area

Probationary Period
None

Employment History
3 years with company
3 years in this position

Narrative Description
Gracious, efficient handling of callers and visitors; assists applicants when necessary; and paperflow assignments.

Physical Demands
90% sedentary, 10% light work

Physical Activities Performed
Reach, sit, turn, see, hear, finger dexterity

Environmental Conditions
None

Special Conditions
High rate of production
Precision/quality
Distracting conditions

Work Group
Works alone, one-to-one with supervisor

Standard Training Period
5 days

Standard Amount of Direct Supervision
Minimal

Receptionist/Word Processor

Multihandicaps - Polio Residuals, Mobility, Internal Problems

Significant Duties

Leadership/Administrative/Managerial
- Recruit, hire, and terminate personnel (paperwork processing only)
- Represent the company at internal functions

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information
- Evaluate for accuracy and completeness

Computer Tasks
- Perform word processing

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Handle basic calculations (+,-,x,/)

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Report accurately what others have said

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment (labelmaker, telephone, word processor, calculator)
- Use keyboard skills

Special Considerations for This Worker

Limitations

Mathematics, lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, uses two crutches, circulatory problems

Special Training

Employee entered permanent employment upon completion of the standard training period.

Job Accommodations

None

Personal Strengths
- Excellent attitude, personality
- Very dependable
- Works well with others

Financial Incentives for Hiring

None

Resource Manager

Learning Disability, Attention Deficit Disorder

D.O.T. #099.167-030

Company Information

Company Name
HEATH Resource Center
American Council on Education
1 DuPont Circle, Suite 800
Washington, DC 20036

Description of Company
Trade association for colleges and universities/higher education community.

Number of Employees
135 total company
6 this site

For more information, contact
Jay Brill, Resource Manager
(202) 939-9323

Requirements of This Job

Academic Credentials Required
Master's degree

Work Experience Required
Experience required in education/rehabilitation/student services and experience with persons with disabilities.

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$2,300 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 7.5 hours a day
8:45 a.m. to 4:45 p.m.

Work Setting
Office

Probationary Period
6 months

Employment History
3 years with company
3 years in this position

Standard Training Period
None

Standard Amount of Direct Supervision
Minimal

Narrative Description
Variable jobs every 20-30 minutes include the following: Manages files, computer data lists, and production of newsletter mailings; performs research and technical writing; interacts with consumers, parents and professionals in person and telephone; designs and creates databases; initiates research projects leading to conferences/publications; and works with professional networks extensively.

Physical Demands
90% sedentary, 10% light work

Physical Activities Performed
Push, pull, reach, balance, stoop, kneel, sit, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity, phone and writing skills

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone, one-to-one, and in small group

Resource Manager

Learning Disability, Attention Deficit Disorder

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Enter data into computers
- Access data from computers
- Perform word processing
- Write programs
- Perform systems analysis

Mathematical Tasks
- Estimate quantities needed to do a job
- Calculate costs
- Construct diagrams, charts, records using numerical calculations
- Use formulas (translating, substituting values)

Writing Tasks
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination
- Tend machine(s) (computers)
- Use keyboard skills
- Develop visual presentations

Special Considerations for This Worker

Limitations
Does not always think through actions or comments; writing, spelling

Special Training
None

Job Accommodations
Access to typewriters and a personal computer to accommodate writing impairment (dysgraphia) (no cost).
Variable duties every 20-30 minutes as part of the job accommodates employee's attention disability.

Personal Strengths
Knowledge of the field
Technical skills
Creative ability

Financial Incentives for Hiring
None

Secretary/Receptionist

Spinal Cord Injury

D.O.T. #237.367-038

Company Information

Company Name
Southwest Business, Industry, and Rehabilitation Association
4410 North Saddlebag Trail
Scottsdale, AZ 85251

Description of Company
Job search and placement assistance for handicapped individuals.

Number of Employees
30 total company
22 this site

For more information, contact
Cinda McGinley, Employment Manager
(602) 949-0135

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
Office experience and public contact preferred.

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$4.60 per hour

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
90 days

Employment History
6 months with company
6 months in this position

Narrative Description
Answers all incoming calls (6 lines) and routes to appropriate destination; types and sorts mail; and greets clients and incoming guests.

Physical Demands
100% sedentary

Physical Activities Performed
Reach, sit, see, hear, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
30 days

Standard Amount of Direct Supervision
Moderate

Secretary/Receptionist | **Spinal Cord Injury**

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence

Computer Tasks
Enter data into computers
Perform word processing

Mathematical Tasks
None

Writing Tasks
None

Reading Tasks
None

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Report accurately what others have said

Manual Perceptual Tasks
Operate machine(s)
Use keyboard skills

Special Considerations for This Worker

Limitations
Feeling/sensory, lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, limited stamina

Special Training
None

Job Accommodations
None

Personal Strengths
Communicates by phone and in person
Types
Handles various tasks and determines priorities for those tasks

Financial Incentives for Hiring
On-the-job training wage subsidy

Other Job Replication Factors
Be open-minded to having a secretary who can not leave the desk except once or twice daily. Coworkers and other employees must be patient and be flexible (i.e., make copies of own letters).

Seed Packager

Traumatic Brain Injury

D.O.T. #920.687-134

Company Information

Company Name
NPI
1697 West 2100 North
Lehi, UT 84043

Description of Company
Packaging and wholesale seed company.

Number of Employees
110 total company
40 this site

For more information, contact
Barrie Nielson
Division of Vocational
Rehabilitation Specialist
Telephone number not provided

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Preferred

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$3.50 per hour

Benefits
Paid holidays (after 1 year)
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Factory

Probationary Period
None

Employment History
2 months with company
2 months in this position

Narrative Description
Works in seed packaging division: tears down old containers and packages the seeds for the next season; and works on crew assembling seed display units for retailers.

Physical Demands
30% sedentary, 65% light work, 5% medium work

Physical Activities Performed
Pull, reach, sit, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
5 days

Standard Amount of Direct Supervision
Maximal (constant)

Seed Packager

Traumatic Brain Injury

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Conduct work activities in appropriate sequence
Evaluate for accuracy and completeness

Computer Tasks
None

Mathematical Tasks
Count
Understand order (e.g., first, second, last)

Writing Tasks
None

Reading Tasks
Identify work-related symbols/signs

Communication Tasks
Listen
Follow intent of oral directions

Manual Perceptual Tasks
Eye-hand coordination
Hand work

Special Considerations for This Worker

Limitations
Low frustration tolerance, reading, writing, spelling, mathematics, cannot work alone, remembering, speaking, following spoken directions, following written directions, brain injured

Special Training
Job coach provided 100% of the initial special training.

Job Accommodations
Job placement and on-the-job training by agency job coach.
Follow-up services (2-3 contacts per week) continue to be provided for the employer/employee.

Personal Strengths
Performs repetitive jobs
Gets along with coworkers
Good eye-hand coordination

Financial Incentives for Hiring
None

Other Job Replication Factors
The job placement has gone smoothly except for two outbursts of frustration. Since this employee may act out frustrations, employer has been tolerant within limits.

Senior Custodian

Cerebral Palsy

D.O.T. #381.687-014

Company Information

Company Name
University of California-Davis
Medical Center
2315 Stockton Boulevard
Sacramento, CA 95817

Description of Company
Teaching hospital

Number of Employees
3,000 total company
3,000 this site

For more information, contact
Dobbie Rund
Senior Personnel Analyst
(916) 453-2718

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Hospital/medical setting custodial work required.

Examinations Required
Physical

Other Job Requirements
Driver's license

Job Information

Wages
$7.56 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
6:45 a.m. to 3:15 p.m.

Work Setting
Hospital

Probationary Period
6 months

Employment History
6 months with company
1 month in this position

Narrative Description
Cleans hospital areas including floors, walls, restrooms, offices, etc.; and uses equipment such as vacuums, buffers, shampooers, mops, etc.

Physical Demands
100% medium work

Physical Activities Performed
Push, pull, reach, stoop, kneel, crouch, turn, see, depth perception, finger dexterity

Environmental Conditions
Dust, dirt, odors, moving objects

Special Conditions
None

Work Group
Works alone

Standard Training Period
3 months

Standard Amount of Direct Supervision
moderate

Senior Custodian

Cerebral Palsy

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work

Computer Tasks
None

Mathematical Tasks
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than

Writing Tasks
Complete forms accurately

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
Follow intent of oral directions

Manual Perceptual Tasks
- Eye-hand coordination
- Use job-specific hand tools and equipment (mops, brooms)
- Operate job-related power tool(s) (vacuums, buffers, shampooers)

Special Considerations for This Worker

Limitations
Although cerebral palsy often presents limitations, this employee has none that affect job performance.

Special Training
None

Job Accommodations
Coworkers possessing a required driver's license transport trash to dumpster area.

Personal Strengths
- Good attendance
- Willing to work hard and do the extra
- Takes pride in own work

Financial Incentives for Hiring
None

Senior Designer

Paraplegia

D.O.T. #003.167-018

Company Information

Company Name
Philadelphia Electric Company
2301 Market Street, Box 8699
Philadelphia, PA 19101

Description of Company
Provide electric, gas and steam service.

Number of Employees
10,000+ total company
3,000 this site

For more information, contact
Harold W. Godwin, P.E.
Senior Designer
(215) 841-4197

Requirements of This Job

Academic Credentials Required
High school diploma, associate degree

Work Experience Required
Work experience beneficial

Examinations Required
Physical, hearing, vision, urinalysis

Other Job Requirements
On call

Job Information

Wages
$4,600+ per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:15 a.m. to 4:00 p.m.

Work Setting
Office

Probationary Period
6 months (standard)

Employment History
35+ years with company
3 years in this position

Narrative Description
Inspections (on-site) for accuracy of documentation of electrical, electronic, and communication systems; designs new systems from engineering conception to installation; upgrades existing systems; and maintains accurate documentation of all systems ranging from small buildings to all system equipment.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, balance, sit, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity, move wheelchair

Environmental Conditions
None

Special Conditions
Precision/quality
High level of stress (deadlines, etc.)

Work Group
Small group

Standard Training Period
Information not provided

Standard Amount of Direct Supervision
None

Senior Designer

Paraplegia

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Implement company policies
- Specify goals and work tasks of others
- Represent the company at internal functions
- Represent the company at external functions
- Report to president on handicapped issues

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Enter data into computers
- Access data from computers
- Computer aided design equipment operation

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use keyboard skills
- Develop visual presentations

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups
- Coordinate interdepartmental communication tasks

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Special Considerations for This Worker

Limitations
Lifting, carrying, standing, walking, kneeling, squatting

Special Training
None

Job Accommodations
New design desk purchased by employer to accommodate height of wheelchair ($500).
Desks moved 3" to provide wheelchair access through aisles.
Bathroom accessible by relocating stall and installing a wider door ($20).
Parking space for handicapped employees provided by employer.

Personal Strengths
Willing to work
Willing to learn
Positive approach to life

Financial Incentives for Hiring
None

Other Job Replication Factors
Special desks now available at minimal expense. Design desks now generally in use need little if any adaptation. First line supervisor should involve employee with handicap in problem solving regarding the accommodation.

Senior Medical Research and Development Specialist

Multihandicaps - Deafness (Profound) - Orthopedic Impairment

D.O.T. #189.117-014

Company Information

Company Name
EER Systems
20251 Century Boulevard
Germantown, MD 20874

Description of Company
Consulting organization providing various services to the United States Government.

Number of Employees
400 total company
40 this site

For more information, contact
John J. Gavin, Ph.D.
(301) 428-0414

Requirements of This Job

Academic Credentials Required
Doctorate

Work Experience Required
Increasing responsibilities in the pharmaceutical industry required.

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
Information not provided

Benefits
Paid vacation
Paid holidays
Paid sick days
Dental insurance
Life insurance
410K Plan investment

Work Schedule
Permanent status
5 days a week, 8 hours a day
Time of work varies

Work Setting
Office

Probationary Period
None

Employment History
2 years with company
2 years in this position

Narrative Description
Responsible for scientific aspects and regulations involving biologicals and drugs.

Physical Demands
100% sedentary

Physical Activities Performed
Sit

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
None

Standard Amount of Direct Supervision
None

Senior Medical Research and Development Specialist

Multihandicaps - Deafness (Profound) - Orthopedic Impairment

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Implement company policies
- Supervise personnel
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions

Computer Tasks
- Access data from computers
- Perform word processing

Manual Perceptual Tasks
- None

Writing Tasks
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Read technical information

Communication Tasks
- Stay on the topic in job-related conversations
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Mathematical Tasks
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Special Considerations for This Worker

Limitations

Kneeling, squatting, availability of interpreter, hearing

Special Training

None

Job Accommodations

An interpreter/secretary is available to accommodate employee's deafness.

Personal Strengths
- Extensive scientific background and accomplishments
- Delegates responsibilities and supervises work in progress
- Innate ability to perceive requirements and initiate action prior to receipt of the task

Financial Incentives for Hiring

None

Shrink-Wrap Sealer/Return Stocker

Mental Retardation - Mild

D.O.T. #219.367-034

Company Information

Company Name

Camelot Enterprises, Inc.
8000 Freedom Ave. N.W.
North Canton, OH 44720

Description of Company

Warehouse distributer for cassette tapes, albums, etc.

Number of Employees

Approximately 325 this site

For more information, contact

Dan Denino, Human Resources
(216) 494-2282

Requirements of This Job

Academic Credentials Required

None

Work Experience Required

None

Examinations Required

None

Other Job Requirements

None

Job Information

Wages

$4.00 per hour

Benefits

- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Medical insurance
- Dental insurance
- Life insurance

Work Schedule

Permanent status
5 days a week, 8 hours a day
7:00 a.m. to 3:30 p.m.

Work Setting

Warehouse

Probationary Period

30 days

Employment History

1 year with company
1 year in this position

Narrative Description

Shrink wraps products that need to be returned to stock; returns the product to stock; and assists in other related jobs.

Physical Demands

20% sedentary, 80% light work

Physical Activities Performed

Push, pull, reach, stoop, turn, see, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions

Moving objects

Special Conditions

None

Work Group

Works alone, one-to-one and in small and large groups

Standard Training Period

2 days (by group leader)

Standard Amount of Direct Supervision

Minimal

Shrink-Wrap Sealer/Return Stocker

Mental Retardation - Mild

Significant Duties

Leadership/Administrative/Managerial
- Implement company policies

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials

Computer Tasks
- None

Mathematical Tasks
- Understand order (e.g., first, second, last)
- Estimate quantities needed to do a job

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment
- Operate machine(s)

Special Considerations for This Worker

Limitations
- Reading, writing, spelling, mathematics, (related to disability), vision

Special Training
- None

Job Accommodations
- None

Personal Strengths
- Follows directions
- Gets along with others
- Accomplishes job task

Financial Incentives for Hiring
- None

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Stock Person

Educational Handicap/ Learning Disability

D.O.T. #290.367-014

Company Information

Company Name
Family Pride Foods
18020 South Oak Park Avenue
Tinley Park, IL 60477

Description of Company
Grocery store

Number of Employees
250 total company
45 this site

For more information, contact
Edward Marthaler, Manager
(312) 532-1400

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 16 minimum

Job Information

Wages
$3.85 per hour

Benefits
Paid vacation
Paid holidays
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Permanent status
4-5 days a week, 5 hours a day
3:00 p.m. to 8-9:00 p.m.

Work Setting
Grocery store

Probationary Period
30 days

Employment History
1 year with company
1 year in this position

Narrative Description
Puts up stock; sorts pop bottles; bags groceries; sweeps; checks in products; and assists customers.

Physical Demands
90% medium work, 10% heavy work

Physical Activities Performed
Push, pull, reach, climb, balance, stoop, kneel, crouch, turn, see, color vision, depth perception, hear, sense of smell, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
14 days

Standard Amount of Direct Supervision
Moderate

Stock Person

Educational Handicap/ Learning Disability

Significant Duties

Leadership/Administrative/Managerial
- Implement company policies
- Specify goals and work tasks of others
- Supervise personnel

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Identify alternative approaches or solutions
- Evaluate for accuracy and completeness
- Correct deficiencies
- Devise new ideas and better work methods

Computer Tasks
- Enter data into computers
- Access data from computers

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Price products

Writing Tasks
- Write legibly

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Tend machine(s)
- Operate machine(s)

Other Significant Duties or Job Features
- Customer relations very important!

Special Considerations for This Worker

Limitations
Low frustration tolerance

Special Training
None

Job Accommodations
None

Personal Strengths
Positive customer relations
Follows directions/works independently
Conscientious

Financial Incentives for Hiring
None

Other Job Replication Factors
Create a fair work environment/equal treatment for all employees; work within employee limitations.

Supervisory Research Chemist

Infantile Poliomyelitis

D.O.T. #022.161-010

Company Information

Company Name
Northern Regional Research Center,
ARS, USDA
1815 North University Street
Peoria, IL 61604

Description of Company
U.S. Government research laboratory performing chemical, microbiological, and engineering research related to agriculture. Main products are research publications and patents.

Number of Employees
8,000 total company
320 this site

For more information, contact
L. H. Princen, Center Director
(309) 685-4011 Ext. 540

Requirements of This Job

Academic Credentials Required
Doctorate

Work Experience Required
Postdoctoral research experience desired.

Examinations Required
None

Other Job Requirements
Civil service exam

Job Information

Wages
$5,444 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Laboratory office and research area

Probationary Period
1 year

Employment History
36 years with company
11 years in this position

Work Group
Large group

Standard Training Period
None

Standard Amount of Direct Supervision
Minimal

Narrative Description
As a Research Leader, conducts and supervises basic and applied research on fungal metabolism, mycotoxin biosynthesis, chemistry of mycotoxins, analytical methods for mycotoxins, and ecology of mycotoxin-producing fungi in various agricultural commodities; display supervisory, honest and intellectual leadership and cooperative relationships with universities, industries, research institutes and other government agencies; and assures agency Equal Employment Opportunity.

Physical Demands
100% sedentary

Physical Activities Performed
Reach, sit, turn, see, color vision, depth perception, hear, sense of smell, sense of taste, sense of touch, finger dexterity

Environmental Conditions
Odors, mechanical hazards, burns, electrical hazards, toxic conditions

Special Conditions
- High rate of production
- Precision/quality
- Distracting conditions
- High level of stress

Supervisory Research Chemist

Infantile Poliomycelitis

Significant Duties

Leadership/Administrative/Managerial

- Provide leadership
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks

- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks

- Be aware of computer capabilities used by secretary

Mathematical Tasks

- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Writing Tasks

- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks

- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks

- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks

- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment (glassware, analytical equipment)
- Develop visual presentations

Special Considerations for This Worker

Limitations

Physical limitations related to disability

Special Training

A one-week formal supervisory training course provided by the agency or office of personnel management was required twice for all supervisors. A certificate was awarded to the employee upon completion of the special training.

Job Accommodations

Special arrangements for evacuation made with Emergency Brigade to accommodate limited mobility.

Special parking space and ramp provided for easy access to building to accommodate employee's specialized van with motorized side door for Amigo wheelchair (cost unknown).

Personal Strengths

Technical skills and abilities
Desire to work and excel
Leadership qualities

Financial Incentives for Hiring

None

Other Job Replication Factors

Employee contracted polio as a young child. Although physically weakened, decided to obtain an academic education and chose chemistry as major. Received Ph.D., conducted postdoctoral research, and was hired at this Research Center as an analytical chemist. Progressed rapidly and became world authority in field of research. Has been a Research Leader for many years. Now manages and supervises a team of 13 scientists and 13 technicians with a budget of over $1 million.

When a broken hip resulting from a fall (10 years ago) prevented employee from walking, employee acquired an Amigo motorized wheelchair and a special van. With these assists, employee is able to go anywhere, including vacations, where employee drives self, and long airplane trips to international technical conferences. Throughout career, served on local and national committees, technically oriented and in the service of handicapped, minorities, Equal Employment Opportunity, and education.

Tax Examiner

Quadriplegia C-5

D.O.T. #160.167-038

Company Information

Company Name
Internal Revenue Service
JFK Post Office
Boston, MA 02203

Description of Company
Taxpayer Assistance Service

Number of Employees
1200 this site

For more information, contact
Marguerite Hines
Handicapped Recruitment Coordinator
(617) 223-6017

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Bondable
Dress code
Civil Service exam

Job Information

Wages
$519.25 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance

Work Schedule
700 hour trial appointment
5 days a week, 4 hours a day
4:00 p.m. to 8:00 p.m.

Work Setting
Office

Probationary Period
1 year after completion of trial appointment

Employment History
4 months with company
4 months in this position

Narrative Description
Assists taxpayers who are delinquent with payments to IRS by setting up payment plans or other arrangements.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, hear, see, sense of touch

Environmental Conditions
Dry, noise

Special Conditions
Precision/quality

Work Group
Works alone

Standard Training Period
4 months (with supervisor/job coach)

Standard Amount of Direct Supervision
Minimal

Tax Examiner

Quadriplegia C-5

Significant Duties

Leadership/Administrative/Managerial

- Implement company policies

Problem Solving/Reasoning Tasks

- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/solutions
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks

- Enter data into computers
- Access data from computers

Mathematical Tasks

- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Calculate costs
- Use numerical values from charts, diagrams, tables

Writing Tasks

- Copy accurately
- Complete forms accurately

Reading Tasks

- None

Communication Tasks

- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly

Manual Perceptual Tasks

- Operate machine(s)
- Use keyboard skills

Special Considerations for This Worker

Limitations

Carrying, lifting, reaching, grasping, handling, fingering, pushing, pulling, feeling/sensory, balancing, standing, walking, climbing, kneeling, squatting, bending

Special Training

None

Job Accommodations

Computer terminal was modified by employer for employee to obtain appropriate file, and call tax paper directly.
Four foot ramp constructed at work site by employer (estimated $300).
Page-turner for IRS manuals provided when necessary ($2,000).
Pertinent information from IRS manual placed on wall around cubicle assists worker for ready access (no cost).
Tape recorder provided to tape transaction with taxpayer and updating file after conversation (no cost).
Personal care attendant to transport to and from work.
Job development and brief follow-up by National Spinal Cord Injury Association.
Personal care attendant assists in preparing for work.

Personal Strengths

Motivated to work
Takes and gives information
Analyzes information/situation

Financial Incentives for Hiring

None

Telephone Information Operator

Blindness

D.O.T. #235.662-022

Company Information

Company Name
Utah Transit Authority
3600 South 700 West
Salt Lake City, UT 84130

Description of Company
Public transportation in 4 counties.

Number of Employees
888 total company
500 this site

For more information, contact
Barbara H. Halt
Supervisor Customer Service
(801) 262-5626 Ext. 3211

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
Dealing with the public preferred (1 year)

Examinations Required
Physical

Other Job Requirements
None

Job Information

Wages
$7.50 per hour

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance
- Life insurance

Work Schedule
Permanent status
4 days a week, 40 hours a week
6:00 a.m. to 4:30 p.m.
Rotating shifts

Work Setting
Office

Probationary Period
90 days

Employment History
8 years with company
8 years in this position

Narrative Description
Provides accurate, complete, courteous information to the public; must know 4 county area completely and accurately; and able to handle irate customers courteously.

Physical Demands
100% sedentary

Physical Activities Performed
Reach, sit, hear

Environmental Conditions
Hot, cold, noise

Special Conditions
High level of stress (deadlines, etc.)

Work Group
Works alone and in large group

Standard Training Period
120 hours

Standard Amount of Direct Supervision
Minimal

Telephone Information Operator

Blindness

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information

Computer Tasks
- Enter data into computers
- Access data from computers
- Will be implementing computers in the future and this employee will be doing these tasks. A voice activated computer will be provided.

Mathematical Tasks
Count

Writing Tasks
None

Reading Tasks
Identify work-related symbols/signs

Communication Tasks
- Listen
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Operate machine(s)
- Use keyboard skills

Special Considerations for This Worker

Limitations
Acceptance of supervision, interactions with coworkers, vision, lifting, carrying

Special Training
None

Job Accommodations
A Tiel printer was installed on the computer to print out employee's schedule and other data in braille to replace the time consuming braille typewriter (estimated $1,000).

Personal Strengths
- Works with and handles irate customers
- Understands and reads maps and knows directions
- Communicates clear and precise instructions

Financial Incentives for Hiring
None

Telephone Operator

Amputee - Leg

D.O.T. #235.662-022

Company Information

Company Name
Northern Regional Research Center, ARS, USDA
1815 North University Street
Peoria, IL 61604

Description of Company
U.S. Government research laboratory performing chemical, microbiological, and engineering research related to agriculture. Main products are research publications and patents.

Number of Employees
8,000 (ARS) total company
320 this site

For more information, contact
L. H. Princen, Center Director
(309) 685-4011, Ext. 540

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$1,114.00 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Laboratory reception area

Probationary Period
1 year

Employment History
8 years with company
8 years in this position

Work Group
Works alone

Standard Training Period
5 days (provided by predecessor)

Standard Amount of Direct Supervision
Minimal

Narrative Description
Directs visitors to proper offices or to staff members for the desired information; maintains a card-record file of visitors; operates a switchboard; maintains a card file of employees, and up-to-date code strip listing of employees and extensions for ready reference; prepares weekly changes for publication and distribution to employees; substitutes for file clerk and office machine operator, when required; and performs related duties as assigned.

Physical Demands
100% sedentary

Physical Activities Performed
Push, reach, sit, see, hear, finger dexterity

Environmental Conditions
None

Special Conditions
High rate of production
Precision/quality
Distracting conditions
High level of stress
(Conditions can occur occasionally, not constantly)

Telephone Operator

Amputee - Leg

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Collect and organize information
Identify alternative approaches or solutions

Computer Tasks
None

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Use numerical values from charts, diagrams, tables

Writing Tasks
Copy accurately
Write legibly
Write sentences in standard English
Organize, select, and relate ideas in writing

Reading Tasks
Identify work-related symbols/signs
Read simple directions

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations
Report accurately what others have said
Give clear oral instructions and directions
Effectively present information to groups

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Use job-specific hand tools and equipment (clerical equipment)
Operate machine(s) (telephone switchboard, typewriter)

Other Significant Duties or Job Features
Make good first impression when answering phone or receiving visitors to Center.

Special Considerations for This Worker

Limitations
Standing, walking

Special Training
Employee entered permanent employment upon completion of the training.

Job Accommodations
Assistance provided by members of Emergency Brigade to accommodate rapid mobility needs.
Special city minibus service is provided for employees who are handicapped and cannot drive or use regular bus service.

Personal Strengths
Desire to work
Desire to learn
Friendly

Financial Incentives for Hiring
None

Other Job Replication Factors
Employees at Center gave incumbent an Amigo motorized wheelchair for Christmas several years ago which improved mobility greatly.

Telephone Operator

Visual Impairment

D.O.T. #235.662-022

Company Information

Company Name

Automatic Data Processing
8550 Marshall Drive
Lenexa, KS 66214

Description of Company

Data processing company producing a payroll as the main product.

Number of Employees

20,000 total company
124 this site

For more information, contact

Caroline Yeo, Personnel Manager
(913) 492-4200

Requirements of This Job

Academic Credentials Required

GED

Work Experience Required

None

Examinations Required

None

Other Job Requirements

Dress code
Pleasant voice and friendly

Job Information

Wages

$5.00 per hour

Benefits

- Paid vacation
- Paid holidays
- Paid sick days
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance (after 1 year)
- Life insurance

Work Schedule

Permanent status
5 days a week, 8 hours a day
8:30 a.m.. to 5:00 p.m.

Work Setting

Office

Probationary Period

3 months

Employment History

2 months with company
2 months in this position

Narrative Description

Answers calls and takes messages.

Physical Demands

100% sedentary

Physical Activities Performed

Push, pull, reach, sit, turn, hear, finger dexterity

Environmental Conditions

None

Special Conditions

None

Work Group

Small group

Standard Training Period

2 days

Standard Amount of Direct Supervision

Minimal

Telephone Operator

Visual Impairment

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
None

Computer Tasks
None

Mathematical Tasks
None

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Telephone

Writing Tasks
Write legibly

Reading Tasks
None

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly

Special Considerations for This Worker

Limitations
Vision

Special Training
None

Job Accommodations
Enlarged numbers were put on phone to accommodate visual impairment.

Personal Strengths
- Courteous to customer
- Have a positive attitude
- Takes messages correctly

Financial Incentives for Hiring
None

Transportation Coordinator

Quadriplegia

D.O.T. #184.167-226

Company Information

Company Name
Intracorp
2900 Wilcrest #275
Houston, TX 77042

Description of Company
Cost containment and case management of disability cases.

Number of Employees
Approximately 4,000 total company
36 this site

For more information, contact
Margaret Stuart, Unit Manager
(713) 780-4433

Requirements of This Job

Academic Credentials Required
Bachelor's degree

Work Experience Required
Preferred

Examinations Required
None

Other Job Requirements
Driver's license
Own vehicle
Dress code

Job Information

Wages
$1,370 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance
- Life insurance
- 401K savings plan
- Profit sharing

Work Schedule
Permanent status
5 days a week, 7.5 hours a day
8:30 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
None

Employment History
1 year with company
1 year in this position

Narrative Description
Coordinates travel for handicapped persons via agency van/car transportation service; supervises drivers; maintains schedules; and tracks expenses.

Physical Demands
100% sedentary

Physical Activities Performed
Pull, reach, sit, turn, see, depth perception, hear, sense of touch

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
2 months

Standard Amount of Direct Supervision
Moderate

Transportation Coordinator

Quadriplegia

Significant Duties

Leadership/Administrative/Managerial
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Analyze and synthesize information
- Identify alternative approaches or solutions

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Estimate quantities needed to do a job
- Calculate costs

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Produce intelligible written documents

Reading Tasks
- Identify work-related symbols/signs

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly conversations
- Report accurately what others have said
- Give clear oral instructions and directions

Manual Perceptual Tasks
- None

Special Considerations for This Worker

Limitations
- Handling, fingering, lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, limited stamina, paralysis (quadriplegia)

Special Training
- None

Job Accommodations
- Tables, a slanted table-top for maps and files in open slots are used to accommodate wheelchair.
- Building ramp, accessible bathroom and elevator are available to accommodate wheelchair.
- Employee modified van is used for transportation.

Personal Strengths
- Follows procedure
- Thinks through solving of problems
- Visualizes concepts

Financial Incentives for Hiring
- None

Truck Driver

Emotional Illness

D.O.T. #906.683-022

Company Information

Company Name
Goodwill Industries of Pittsburgh
2600 East Carson Street
Pittsburgh, PA 15203

Description of Company
Social service agency dedicated to the vocational rehabilitation of disabled workers.

Number of Employees
330 total company
240 this site

For more information, contact
Sharon J. Hundley
Coordinator of Personnel
(412) 481-9005

Requirements of This Job

Academic Credentials Required
GED or high school diploma

Work Experience Required
Good driving record preferred.

Examinations Required
Physical
Hearing
Vision

Other Job Requirements
Driver's license

Job Information

Wages
$4.45 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Regular status
5 days a week, 7.5 hours a day
8:00 a.m. to 4:00 p.m.

Work Setting
Mostly city traffic and loading dock

Probationary Period
3 months

Employment History
20 years with company
1.5 years in this position

Narrative Description
Duties include: driving trucks and other vehicles; transports materials; loads and unloads; inspects truck equipment and supplies daily; accepts assignments on regular route pick-ups, special pick-ups, box calls, or driving the refuse truck; keeps in contact with dispatcher and reports all accidents.

Physical Demands
50% medium work, 50% heavy work

Physical Activities Performed
Push, pull, reach, climb, balance, stoop, crouch, sit, turn, see, color vision, depth perception, hear, finger dexterity

Environmental Conditions
Seasonal elements

Special Conditions
None

Work Group
Small group

Standard Training Period
10 days

Standard Amount of Direct Supervision
Moderate

Truck Driver

Emotional Illness

Significant Duties

Leadership/Administrative/Managerial

- Represent the company at external functions

Problem Solving/Reasoning Tasks

- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Follow road directions

Computer Tasks

- None

Mathematical Tasks

- Understand order (e.g., first, second, last)

Reading Tasks

- Identify work-related symbols/signs
- Read simple directions

Writing Tasks

- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English

Communication Tasks

- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Give clear oral instructions and directions

Manual Perceptual Tasks

- Eye-hand coordination
- Use job-specific hand tools and equipment (material handling tools and equipment)
- Operate job-related power tool(s)

Special Considerations for This Worker

Limitations

Acceptance of supervision, interactions with coworkers

Special Training

None

Job Accommodations

Placement services and support provided by Goodwill staff during training.

Personal Strengths

- Dependable
- Initiates
- Productive

Financial Incentives for Hiring

None

Other Job Replication Factors

Helping to develop the basic work requirements: reporting to work on time, learning to cooperate with coworkers, supervisors, and the public, working in a timely fashion and avoiding unsafe acts.

Voucher Examiner

Mental Restoration

D.O.T. #169.267-014

Company Information

Company Name
Personnel Office
National Institute for Occupational Safety and Health
Robert A. Taft Laboratory, Room 143
4676 Columbia Parkway
Cincinnati, OH 45226

Description of Company

Plans, directs, and coordinates a national program to develop and establish recommended occupational safety and health standards. Conducts research, training, technical assistance, and related activities to assure safe and healthful working conditions for every working person.

Number of Employees
3,800 total company
800 this site

For more information, contact
Vicky L. Henry
Personnel Staffing Specialist
(513) 533-8211

Requirements of This Job

Academic Credentials Required

GED or high school diploma

Work Experience Required

Experience in examining and processing invoices, orders, vouchers.

Examinations Required

Documentation from Bureau Vocational Rehabilitation - Job Ready

Other Job Requirements

Handicap - special appointing authority

Job Information

Wages

$1,053 per month

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- Worker's compensation
- Medical insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting

Office

Probationary Period

1 year

Employment History
4 years with company
2 months in this position

Narrative Description

Performs examinations of vouchers and related supporting documents to determine accuracy, adequacy, and allowability of facts and figures; reviews and orders contract files; and computes prices, extensions, costs and discounts.

Physical Demands

100% sedentary

Physical Activities Performed

Push, pull, reach, sit, color vision, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions

None

Special Conditions

None

Work Group

Works alone, one-to-one, and in small group.

Standard Training Period

12 months

Standard Amount of Direct Supervision

Moderate

Voucher Examiner

Mental Restoration

Significant Duties

Leadership/Administrative/Managerial
- Implement company policies

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Correct deficiencies

Computer Tasks
- Perform word processing

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Calculate costs

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English

Reading Tasks
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Report accurately what others have said

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use keyboard skills

Special Considerations for This Worker

Limitations
- None

Special Training

Employer provides initial word processing training for all employees. Employee received a certificate upon completion of the training.

Job Accommodations
- None

Personal Strengths
- Background in accounting
- Follows through with the Handicap Authority
- Goes to college for more accounting

Financial Incentives for Hiring
- None

Section III

Employing Persons With Disabilities: The Employer Perspective

EMPLOYING PERSONS WITH DISABILITIES: THE EMPLOYER PERSPECTIVE

Introduction

During the last few years "Hire the Handicapped" slogans have frequently appeared in the local and national media. Employers have been encouraged to hire persons with disabilities. According to recent research on the employment of persons with disabilities, two-thirds of the disabled persons between the ages of 16 and 64 are still not working. Does this mean that disabled persons are not successfully employed? Does it suggest that employers are refusing to hire disabled persons? What is the employer's perspective on hiring persons with disabilities?

This chapter will look at the employment of persons with disabilities from the employer's point of view. What do employers expect from disabled applicants? What barriers prevent employment? Can persons with disabilities get the job done? What do employers expect from job placement counselors, vocational and special educators and others? What can teachers, counselors and other service providers do to assist persons with disabilities obtain employment?

Hiring Versus Employing

Hiring the disabled person is only a single act, a one time activity. The real issue is employment, which is an ongoing activity. Employment involves recruiting, interviewing, hiring, orienting to the job, supervising, training, assistance in maintaining the job and sometimes firing the disabled person (Jamison, 1976).

Employers have recognized that employment is more than hiring. Many human considerations are involved. John McLean, former professor at the Harvard Graduate School of Business and former chief executive officer of Continental Oil was quoted by Jamison (1976) as saying that the primary purpose of business is to earn a profit - with decency. This means much more than avoiding the illegal or unethical. It means contributing positively, in terms of human values, to the general welfare. To the traditional business concerns about resource availability, production costs, and market acceptability must be added the relatively new factors associated with anti-pollution, consumer protection and equality in employment. Jamison contended that human considerations must take first priority in any undertaking and that every institution, be it a college or a corporation, must operate for the benefit of society. Disabled people are a part of that society and deserve to share in those benefits.

Respect for the human factor is one of today's major themes in conducting a successful business. Waterman (1987) in his book The Renewal Factor listed teamwork, trust, politics and power as one of the eight attributes of renewing companies. In this theme renewers stress the value of teamwork and trust their employees to do the job. It is only logical that this trust would be extended to persons with disabilities who are qualified to do the job.

Employer Satisfaction

Employers have for a period of time perceived qualified persons with disabilities as prospective candidates for employment. Jamison (1976) defined "qualified" as the ability to do the job in question at the time of application or with standard training. The focus is therefore on the persons abilities, not his or her disabilities.

The Harris Survey (1987) conducted for the International Center for the Disabled (ICD) in New York and the National Council of the Handicapped showed that employer's were satisfied with the work of disabled employees. Highlights of these positive perceptions are:

1. Overwhelming majorities of managers give disabled employees a good or excellent rating on their overall job performance. Only one in twenty managers say that disabled employees' job performance is only fair, and virtually no one says that they do poor work.

2. Nearly all disabled employees do their jobs as well or better than other employees in similar jobs.

3. Eight out of ten department heads and line managers feel that disabled employees are no harder to supervise than non-disabled employees. Eighty-four percent of line managers who have supervised disabled employees, and 80 percent of those who have not, feel this way.

4. The majority of managers (60 percent of top managers and 61 percent of E.E.O. officers) report that their companies can provide in-house training for disabled employees.

Barriers to Employment as Perceived by Employers

Most employers in the Harris Survey believed a lack of proper education to be a major barrier to the employment of disabled persons. Five additional barriers listed by employers are:

1. Companies that have not hired disabled people in the past three years say that a lack of qualified applicants is the most important reason. Sixty-six percent of managers say that a lack of qualified applicants is an important reason why the have not hired disabled people.

2. A second key barrier is that few companies have established a policy or program for the hiring of disabled employers. Only 37 percent of managers say that their company has such a policy or program, and these are mostly large companies.

3. A third barrier is the managers' consciousness. Top, middle and line supervisors are not aware that unemployed disabled people want to work, and are capable of becoming loyal, productive employees. Only one in ten top managers display a strongly optimistic attitude toward disabled people as a potential source of employees.

4. Job discrimination remains one of the most persistent barriers to increased employment of disabled people. A three-fourths majority of managers feel that disabled people often encounter discrimination from employers.

5. There is a lack of in-house training provided by employers. The main reasons why employers cannot provide in-house training are the lack of special training for managers, the lack of special equipment and architectural barriers.

Attributes of Disabled Workers

Overcoming these barriers is a key to the increased employment of disabled persons. However, these barriers do not exist in all businesses. Many businesses that have hired and employ disabled persons have analyzed the attributes of disabled persons. Levine (1984), found that employers in both large and small businesses placed greater importance for entry level success on positive attitudes toward work and generic cognitive skills than on specific job-related skills. Large companies ranked striving to do work well, learning, priority-setting and communicating as important for entry level success. Small companies ranked striving to do well, learning, priority-setting and working well with others as most important for entry-level success.

For advancement on the job, employers placed even greater importance on the ability to learn and higher order thinking skills. Employers also indicated that the attributes for entry level success and advancement on the job were also "very difficult" or "somewhat difficult" to find in the pool of applicants known to them.

Individual attributes associated with entry level success in both large and small companies were as follows.

In Large Companies the Worker:

1. Is punctual and dependable in getting to work.
2. Listens carefully to instructions and correctly carries them out.
3. Displays pride and enthusiasm in doing work well.
4. Is able to absorb training quickly.
5. Works cooperatively with other people.

In Small Companies the Worker:

1. Is punctual and dependable in getting to work.
2. Displays pride and enthusiasm in doing work well.
3. Listens carefully to instruction and correctly carriers them out.
4. Is able to absorb training quickly.
5. Seeks clarification when something is unclear.

Competencies of Disabled Workers

Employers' comments concerning the competencies of disabled workers in industry were recorded by Parent and Everson (1986). The authors reviewed 13 articles in business and trade journals from 1985-1986 that examined employers' experiences in working with disabled people. Over 40 businesses and industries listed in these articles indicated that they had employed individuals with disabilities. These employers indicated that workers with disabilities are capable of becoming successful and productive employers in a wide variety of jobs. Workers with disabilities held a wide variety of jobs in a broad cross section of business and industry. These workers had mental, physical, hearing or visual disabilities. The general consensus among most businesses was that employees with disabilities are dependable, reliable, loyal and responsible. The list below summarizes the benefits to employers in several of the articles reviewed by Parent and Everson. The authors and journals quoted are listed, followed by the employers comments.

1. Ashcraft (1979) Journal of Contemporary Business.

   Disabled persons are dependable employees with low absenteeism rates, low turnover rates, and overall performance equal to that of nonhandicapped workers.

2. "Disabled Workers", Journal of American Insurance (1981-1982).

   Hiring disabled employees is cost effective for industry and society in the form of income taxes, reduced welfare payments, increased spending, and contributions to the work force.

3. National Association of Retarded Citizens (1982) Personnel Journal.

   Mentally retarded workers compared with co-workers on speed, accuracy, and overall work performance and were rated 44 percent better in attendance and 51 percent better in punctuality than nondisabled workers.

4. Nathanson (1977) Harvard Business Review.

   Safety and attendance records, production rates and work performance of disabled workers are equal or better than nondisabled workers.

5. Steinhauser (1978) Risk Management.

   Disabled employees have good attendance and safety records and do not effect a business insurance and compensation costs.

6. Underwood (1979) Supervision.

   Disabled workers display a better work attitude, show more respect for supervisors, have a lower turnover rate, fewer absences, and present fewer problems than nondisabled workers.

Attitudes of Employers Toward Disabled Workers

Attitudes which employers hold toward disabled persons have a direct influence on whether or not they will employ a disabled person. Minskoff, Sautter, Hoffman and Hawks (1987) surveyed 326 employers to determine their attitudes towards learning disabled individuals. The average number of employees per company was 702. Employers were asked if they would make special allowances for handicapped workers. Seventy two percent of the employers said yes. Employers were willing to help in four areas: 1) provide more support and encouragement; 2) provide extra time for training; 3) give more detailed directions; and 4) provide a job more suited to the persons abilities. Employers were not willing to make allowances involving reduced work demands nor to become involved in the worker's personal life. Employers also demanded that workers with disabilities carry their own loads.

Employer satisfaction extends to severely handicapped individuals. Moran (1986) hired a severely mentally retarded person as a dining room attendant several years ago. According to Moran this person is an excellent employee who has missed only about seven days of work in six years and is a real joy to have as an employee.

In 1984 Mellberg conducted a study of the factors affecting private sector employers' decisions to hire individuals who are mentally retarded. The study involved the top executive officers from eight major corporations in the Minneapolis and St. Paul area. The interviews with the executives indicated the following:

1. Employers generally felt that the training and employment of individuals who are mentally retarded was the responsibility of someone other than the employers.
2. Employers would rather contribute in terms of money or contract work rather than employ individuals who are mentally retarded.
3. The primary factor affecting the decision to hire or not hire individuals who are mentally retarded was not based on altruism. Cost effectiveness of the mentally retarded employees was the concern stated most often.

Mellberg indicated that the rehabilitation industry needs to develop a better understanding of the priorities of business and industry before planning competitive employment programs for individuals who are mentally retarded. The employers were fully aware of the corporate commitment needed to employ persons with disabilities. Employers said that they, their supervisors and the employees needed "success" stories. They need to hear, see and read success stories about mentally retarded employees. It would be best if these "success" models came from their business peers. More credibility is placed on the "success" models that come from peers.

Generally the employers in the Mellberg study felt that mentally retarded persons must be qualified to do the job, the job must fit the employee's abilities, the support services must be available and it must be cost-effective.

This study questioned the present system of placement in which the primary goal is to place a number of individuals in a certain time period. Too much emphasis is placed on quantity and speed when the real need is to concentrate on quality and cost effectiveness. The reaction of these and other employers seems to call for an adjustment in placement goals and priorities.

Job Accommodations for Disabled Workers

The studies on employer perspectives reported thus far show that employers basically are inclined to employ persons with disabilities. Of course, there are some negative responses, but the majority of responses are positive. It is evident that not all employers have a disabled person in their workforce. Those who do not employ persons with disabilities have not closed the door on the idea that they will eventually employ persons with disabilities. Their primary reaction is "show me". Show me successes experienced by my peers in employing persons with disabilities. This amounts to a fear factor. A factor that can be overcome. This may best be accomplished by looking at the successes enjoyed by other employers in the employment of persons with disabilities. What have other employers done to accommodate disabled employees and what was the outcome?

In 1982 the Berkeley Planning Associates completed the first national survey of private sector employers contracting with the federal government concerning their accommodation practices for disabled employees. Responses for 367 firms were received and analyzed. These companies employed 512,000 workers of whom 19,200 were known to be disabled.

An overall conclusion of the study was that for those firms that made efforts to hire the handicapped, accommodation is "no big deal". Fifty one percent reported no cost, 30 percent had a cost of under $500 per accommodation and only eight percent reported a cost of over $2,000. Accommodations were seen as successful in helping disabled employees to be effective on the job. Nondisabled workers often benefited from the accommodations. This report conceptualized a five step job accommodation process that specialists can use to meet the on-the-job needs of disabled workers. These steps are:

1. Ensure that the worker is qualified.
2. Secure the job and task information by job and task analysis.
3. Determine job redesign needs.
4. Explore job modification alternatives.
5. Implement the most effective modifications.

Accommodations listed in this report include: adapting the work environments and location of the job; retraining or selectively placing the worker in jobs needing no accommodation, providing transportation or special equipment or aides, redesigning the worker's job, and re-orienting or providing special training to supervisors and co-workers. No particular type of accommodation dominated.

A basic pattern appeared to be that once an individual is hired, he or she is likely to be accommodated regardless of occupation or seniority. The key to being hired was that the person with disabilities had the skills needed by the employer. Impediments to accommodations that were most often cited were that the disabled person lacked the skills needed to do the job. The proposed accommodations were therefore considered an "uncertain investment."

Employer perceptions on accommodation of disabled persons in 75 Central Kentucky companies were measured by Combs and Omvig (1986). Employers in this study felt that they could accommodate some disabilities more easily than others. Impaired speech was listed as the most easily accommodated while severe mental retardation was listed as most difficult. Larger companies were seen as more accommodating than small companies. Their ranking of disabling condition as to difficulty in placement follows.

1. Impaired speech
2. Hard of hearing
3. Epilepsy
4. Cardiac impaired
5. Respiratory disease
6. Amputee
7. Physically handicapped
8. Learning disabled
9. Deaf
10. Partially sighted
11. Mildly retarded
12. Alcoholic
13. Emotionally disturbed
14. Drug abuse
15. Blind
16. Severely retarded

In 1987 Harris released the results of a poll which questioned employers about the cost of accommodating disabled people. Like the Berkeley study Harris found that cost should not be a barrier to increased employment of disabled people. Seventy five percent of managers in large, medium-sized and small companies in the survey said that the cost of employing a disabled person is about the same as the cost of employing a nondisabled person. A large majority of managers said that the cost of accommodations rarely drives the cost of employment above the average range of costs for all employees. The most common accommodations that Harris identified were the removal of architectural barriers in the workplace, the purchase of special equipment for disabled employees, and adjusting work hours or restructuring jobs for disabled employes.

It was observed that disabled employees meet the standards of large majorities of managers on job performance, ease of supervision, desire for promotion and cost of employment. It was also suggested that accommodations for disabled employees be made at the earliest possible stage in their employment. The sooner the accommodations are made, the sooner that an employee's disability ceases to be an issue or potential problem.

How do Employers Rate Persons with Disabilities?

In the Harris Survey a large majority of employers gave disabled employees a good or excellent rating. It was observed that disabled employees do a fine job, and perform as well or better than most other employees in similar jobs. Disabled employees were rated favorably on willingness to work hard, reliability, attendance and punctuality on the job, productivity and desire for promotion and on leadership ability.

Observations from the Vocational Studies Center Project on Replicating Jobs in Business and Industry for Persons with Disabilities

The purpose of the Job Replication Project at The Vocational Studies Center, University of Wisconsin-Madison is to identify jobs held in business and industry by persons with disabilities and to obtain detailed job descriptions which will enable other employers to replicate these jobs. National searches to identify employers of persons with disabilities are being conducted during the 1985-1988 year period. Attempts are made to identify nonstereotypical jobs. These include jobs which are not entry level, those in which the disabled persons receive better than average wages and benefits, and those in which the worker has been employed over a period of time. These job descriptions are evaluated and formatted for publication in a series of job manuals for use by employers and service providers.

The following observations provide an overview of the results of the Job Replication Project. The job replication descriptions as observed in these manuals contain implications for educators, job placement counselors and employers regarding the employment of persons with disabilities.

Project staff analyzed job descriptions of over 250 workers from around the country who are successfully employed in jobs that other disabled employees could acquire and perform.

Employers Willingness to Hire Different Categories of Disabled Persons

A review of the job descriptions by disability area indicates that persons in all disability areas and levels of severity are successfully employed. The largest numbers of employees are in the physical, mental, hearing and visual disability categories. Persons with learning and emotional disabilities seem to be less frequently employed. Persons with physical, visual and hearing disabilities appear to be employed in more technically and professionally oriented jobs.

Length of Time on the Job

Persons with disabilities have maintained an employment tenure comparable to the tenure of their peers who are not disabled.

Benefits Received by Persons with Disabilities

The benefits received by successfully employed persons with disabilities are in general no different than their peers. Disabled persons enjoy the following benefits common to nondisabled persons:

1. Paid vacation
2. Paid holidays
3. Paid sick days
4. Pension
5. FICA
6. Worker's compensation
7. Medical insurance
8. Dental insurance
9. Life insurance

Employer's Perspective on the Strengths of Disabled Workers

Employers listed over 50 individual traits which they considered to be personal strengths of disabled employees. The strength listed most frequently was the ability to get along with others. The top ten personal strengths of workers who are disabled, as perceived by employers are:

1. Ability to get along well with others
2. Ability to stay on task
3. Ability to take direction and criticism
4. Willingness to work
5. Consistent attendance
6. Dependability
7. Communication skills
8. Willingness to learn
9. Appropriate attitude
10. Motivation

Other frequently mentioned strengths were punctuality, conscientiousness, ability to work independently, patience and reliability. This employer satisfaction with workers with disabilities is spread across disability areas, levels of severity, type of jobs and geographic areas.

Wages and Salaries of Workers with Disabilities

Incomes of disabled workers were reported by hourly rates and monthly salary. Those receiving monthly salaries usually worked in a technical or professional job, although workers earning high hourly rates held highly skilled technical or managerial jobs. The jobs which persons with disabilities perform in business and industry are a cross section of the jobs which their peers perform. To acquire a perspective on the types of jobs which persons with disabilities perform, please review the cross reference of the job descriptions by Disability and Job Title on page ii of this publication. For additional information see the cross references in Replicating Jobs Volumes One and Two. There are differences in earning capacity according to the worker's disabling condition. Those workers with learning, emotional and mental disabilities are paid lower hourly rates than persons with visual, physical and hearing disabilities. The range of hourly wages is also less for those workers in the learning, emotional and mental categories. The chart below lists the average and median wages earned by six disability groups.

Hourly Wages by Disability Grouping

Type of Disability	Average Hourly Wage	Median Hourly Wage
Visual	8.89	11.50
Physical	8.08	10.43
Hearing	7.26	8.17
Mental	4.70	5.13
Emotional	4.56	4.35
Learning	4.33	5.80

The higher hourly wages earned by workers with visual, physical and hearing disabilities may reflect the amount of resources expended in serving these groups. These expenditures have undoubtedly contributed to their success and should be continued. It is obvious that additional resources should be provided to persons with mental, emotional and learning disabilities to help improve their earning capacity. The severity of these disabilities and the large numbers of persons involved call for a emphasis on skill development, job placement and employer awareness inputs.

Job Accommodations

Job accommodations varied somewhat by disability area. Accommodations involved construction and revamping of facilities, purchase of modified equipment and purchase of personnel services to assist the disabled person. A survey of accommodations for learning, mental, emotional, hearing, visual and physically disabled employers was completed. The persons with disabilities for which these accommodations were provided work in nearly every state in a broad variety of jobs. The scope of accommodations varies considerably among disability groups. Also, many employees required no specific accommodations. The accommodations made for each area of disability follow:

Accommodations for persons with Learning Disabilities

1. Make fewer demands for paperwork.
2. Allow for flexible scheduling and additional time to accomplish tasks.
3. Provide supervision designed to reduce stress.
4. Secretary spends more time to interpret handwriting and spelling.
5. Staff and co-workers help the employee in scheduling his or her time.
6. Placement and job development personnel provide post employment followup and support.
7. Co-workers provide guidance, direct instruction and repeat instruction for retention.
8. Supervisors spend more time explaining rules and procedures verbally.
9. Supervisors monitor more closely for quantity and quality.
10. Supervisors deal with personal problems.

Accommodations for Persons with Mental Disabilities

1. Closer supervision is provided during initial training period.
2. Employee is provided with drawing of correct techniques and examples of finished products.

3. Placement agency staff provide continued followup and support and are on call for assistance.

4. Job coaching continues indefinitely.

5. Counseling is provided in problem solving finances and living problems.

6. Co-workers provide frequent assistance and advice.

7. Group counseling and role playing are provided.

8. One-on-one instruction and training are provided.

9. Supervisors demonstrate instead of giving verbal instructions.

10. Instruction in the use of public transportation is provided.

11. Minimal constant supervision is provided to avoid quality and quantity problems.

12. Job assignments are matched to the workers ability.

13. Photographs are used to show correct items to process, i.e. shelving.

14. Use of jigs is used to facilitate production and maintain quality.

Accommodations for Persons with Emotional Disabilities

1. Post employment followup is provided by job placement personnel.

2. Work is monitored more closely.

3. Post employment support is provided by an individual or a group of co-workers.

4. Feedback is provided to a parent or other concerned persons.

5. Written work schedules of tasks to be accomplished are provided.

6. Supervisors provide support to overcome or control job stress.

7. Work times and environments are altered to minimize or eliminate distractions.

Accommodations for Persons with Hearing Disabilities

1. Work tasks are adjusted to decrease the employees need to communicate by hearing.

2. Interpreters are provided for meetings, for communication with supervisors, co-workers or the general public.

3. Volume controls are added to the telephone.

4. Telecommunication devices are used where needed.

5. Notebooks and pencils are carried by employees.

6. Employees are assigned to work with a co-worker who knows sign language.

Accommodations for Persons with Visual Disabilities

1. A taxi or driver helps the employee attend meetings.

2. A speech synthesizer, Braille and tape recorders were provided.

3. Post employment counseling was provided by the job placement agency.

4. Modification in the work schedule was made to accommodate public transportation schedules, i.e. reduced schedules at night and on weekends.

5. The employee is assigned physical facilities that accommodate communication devices and Braille storage.

6. The job is restructured to have co-workers do proofreading, typing of forms, etc.

7. Assistance is provided in answering correspondence.

Accommodations for Persons with Physical Disabilities

1. The employee's desk is raised to accommodate wheelchair.

2. Facilities are made accessible. This includes:

   a) office facilities
   b) bathrooms
   c) meeting and eating areas
   d) entrance ramps
   e) parking
   f) electric door openers

3. Assistance in moving supplies and equipment is provided.

4. Building evacuation procedures were modified.

5. Accessible transportation, e.g., vans, cars, airplanes, chairlifts, was provided.

6. Accessible equipment, e.g., computers, calculators, telephones was provided.

7. An attendant for assistance in eating, use of bathroom, etc. was provided.

8. Office and work arrangements were designed to accommodate limited mobility

9. Flexible work schedules and arrangements to work at home one or more days per week were instituted.

Cost of Accommodations

Although the cost of accommodations might vary from one job to the next, the average accommodation costs very little to no cost at all. In the majority of instances the cost of the accommodation was born by the employer. Employers providing accommodations usually felt that the cost was well worth while because of the value of the person with disability to the business. Some examples of accommodation cost found the job descriptions that employers sent to the Vocational Studies Center follow:

1. Telephone volume controls for a hearing impaired worker ($50.00)
2. Large print video monitor for a visually impaired worker ($75.00 per month)
3. A cabinet to store Braille materials ($200.00)
4. Clerical person to read specific materials to a visually impaired worker ($65.00 per week)
5. Electric door to provide access for worker in a wheelchair ($1,000)
6. Chair lift for worker in a wheelchair ($2,500)
7. Extra supervision for learning disabled workers ($1,000 per year)
8. Special work area set up for a mentally retarded worker ($450.00)

The Harris Survey observation is that persons with disabilities and non-disabled people cost about the same to employ.

Other Job Requirements

The Job Replication form given to employers asked them to list the requirements of the job in regard to academic credentials, work experience and examinations. In addition, the employers were asked to list other job requirements that did not fall under any of the three categories. One of the first requirements listed was minimum age. While age 16 was most often mentioned, age 18 was a close second. Many other items were listed by disability area. However, with the exception of requirements such as a Driver's or Chauffeur's license most requirements were found in every disability area. The variety of other requirements can be seen in the following list.

1. Bondable,
2. Civil Service Exam,
3. Be on call,
4. Woodworking skills,
5. Union membership,
6. Dress code,
    a) wear coveralls
    b) wear messenger pouch
    c) wear high rubber boots
    d) wear uniform
    e) wear warm clothes
    f) wear steel-toed boots
7. Own a vehicle,
8. Woodworking skills,
9. Be a non-smoker,
10. Have high dexterity,
11. Be mobile in community,
12. Security-suitable qualifications,
13. Be in good physical condition,
14. Excellent writing, editing and communication skills,
15. Knowledge of agriculture,
16. Pleasant voice and friendly,
17. Two years state residency,
18. Veteran status.

Benefits

A review of the benefits paid by the employers providing job descriptions shows that persons with disabilities in higher level jobs receive the same benefits as their nondisabled peers. This is especially true of persons with hearing, visual and physical disabilities. However, for persons with learning, emotional and mental disabilities the situation depends heavily on the business in which they are employed. If the disabled person works in a business where the lower paid hourly workers receive benefits, then they will likely receive benefits. The real problem is that many hourly workers at lower wage levels receive only limited benefits. Unfortunately, many persons with disabilities are employed in these areas.

Increasing Employment for Disabled Persons: Possible Solutions

It is apparent that there is a successful "core group" of persons with disabilities who have acquired and are maintaining and enjoying employment. Several studies in the last few years have recommended practices and activities to increase the employment of persons with disabilities. The employers responding to the Jobs Replication Form successfully employ disabled persons. These employers are practicing many of the recommendations made during the past few years. A review of some of these recommendations begins with the Berkeley study released in 1982. Some of the practices which the Berkeley researchers found among businesses accommodating persons with disabilities were:

1. Strong and visible expression of commitment by top management to accommodate disabled workers, which most often sets the tone throughout the whole firm.

2. Centralizing recruiting, intake and monitoring or hiring decisions for handicapped workers to increase the probability of the disabled applicants' capacity for doing a job being considered by all units in the organization, and providing a central special budget for accommodations above the budget limits of individual departments or divisions.

3. Training by the firm of inside personnel staff, line managers, supervisors, and co-workers about the affirmative action policies of the firm and dispelling common myths about disabled workers.

4. Involving handicapped workers in their own accommodation processes, as well as in efforts to increase disability awareness internally.

Other Berkeley recommendations included suggestions for technical assistance on accommodations, increased placement activities, dissemination of success stories and self-identification by persons with disabilities. Practices which involve interaction between employers and employees and disabled and nondisabled peers are evident in the job descriptions completed as part of the Job Replication Project.

Steps and policy changes to increase the employment of disabled people were suggested by Louis Harris and Associates (1987). Equal Employment Opportunity (EEO) managers thought it important that the flow of information be increased to employers about available applicants. Other changes would be to increase job training programs and placement agency efforts and develop a process to let employers know what specific skills disabled candidates have that would be compatible with available jobs. Employers would like agencies to provide specific training for particular positions. Employers also see a need for disabled people to be more aggressive about marketing themselves. In addition, employers feel that agencies should do a better job of informing their clients about job opportunities.

The Future of Employment for Persons with Disabilities

Several educational and economic factors will effect the employment of persons with disabilities in future years. The economic conditions of the general population will reflect on the status of persons with disabilities. The National Alliance of Business (1986) speculated on the demographic and economic scenarios as we approach the year 2000. A major activity they feel must be emphasized is the development of partnerships between business, government institutions, and labor and community organizations. The National Alliance of Business thought that currently these institutions often operate independently and even at cross purposes and that this fragmentation should be avoided. Employers must be more involved in the educational system and training institutions and in the development of community and state strategies. Employers must also assume responsibility for assuring that their own employees are trained and retrained to meet the needs of the changing workplace.

Levitan (1987) feels that we should not expect radical changes in the workplace by 1997. Forecasting overall labor force demands accurately is not as speculative as it might appear. About five of every six persons who will be in the labor force in 1997 are already working or looking for jobs.

Austin (1987) predicted that the future promises millions of jobs in hundreds of occupations for people planning their careers today. As employers look for new directions for their businesses and people with disabilities begin to select or change their careers, they will want to know what the job outlook will be. A sampling of a number of jobs where demand for people will increase, stay the same, or decline was printed in the Spring 1986 issue of Occupational Outlook Quarterly.

Business Week (1987) predicted a scarcity of workers that would last to the year 2000. Even now employers who cannot find qualified applicants are boosting their training budgets and offering more basic and remedial instruction. Others are raising wages, usually for low-skill jobs.

What is the likelihood that businesses will increase efforts to hire disabled people? The Harris Survey (1987) observed that businesses are willing to try harder to employ more disabled people, and may do so, but they expect disabled people and employment agencies to take the lead in increasing the pool of qualified job applicants.

Summary and Conclusions

A bridge has been built between the disabled person and employment. Nearly 40 percent of the disabled persons have found employment, and a good percentage of these persons have acquired highly satisfactory jobs. Educators, rehabilitation and job placement counselors, other service providers and employers have developed strategies and techniques which enhance the employment perspectives for disabled persons. Examples of successfully employed disabled persons can be found in ample numbers for all categories of disabled persons.

The job outlook for American workers looks promising. A similar outlook is held for persons with disabilities. Employers are generally holding an open door for disabled workers. They seem willing to go at least half-way in the employment and training of disabled workers. Employers are looking for qualified persons and for ways in which they can work with educators and other service providers in developing a more qualified work force. Alert people in both the private and public sectors can make a real difference in the numbers of people with disabilities who obtain jobs.

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Section IV

Resources For Job Replication

RESOURCES FOR JOB REPLICATION

Organizations

AMERICAN SOCIETY FOR TRAINING AND DEVELOPMENT is committed to providing leadership in the field of human resource development. Members are involved in employee training for businesses and industries of varying sizes.

For more information contact: American Society for Training and Development, 1630 Duke Street, Box 1443, Alexandria, VA 22313, 703/683-8100.

CLOSING THE GAP specializes in computers and technology for persons with disabilities. CTG publishes a forty page bimonthly newspaper available for $21.00 per year, conducts conferences and workshops, and serves as a clearinghouse for microcomputer products.

For more information contact: Closing the Gap, P.O. Box 68, Henderson, MN 56044, 612/248-3294.

FARM FAMILY REHABILITATION MANAGEMENT promotes disabled individuals' return to productive vocational and community activities. Free services include: worksite/equipment modification consultation, coordination of health and community independent living services, vocational counseling, job development/placement services, and peer support services.

For more information contact: Terry Willkomm, MS, FaRM Project Director, Farm Family Rehabilitation Management, P.O. Box 37, Ankeny, IA 50021, 515/964-3868.

INTERNATIONAL BUSINESS MACHINES has established three departments to assist persons with disabilities. The **National Support Center** in Atlanta, GA is a product information and resource center for the disabled. It's toll free number is 800-IBM-2133. Developing products to provide access by persons with disabilities is the focus of the **Product Initiatives for the Disabled Person** program in White Plains, New York. The **Special Needs Systems** project in Boca Raton, FL develops and brings products for persons with disabilities to the marketplace.

NATIONAL ASSOCIATION FOR THE EXCHANGE OF INDUSTRIAL RESOURCES receives surplus materials from manufacturers and distributes them to members. Any non-profit agency may pay the membership fee ($495 in 1988), then choose items from the quarterly catalogs, including furniture, equipment, and supplies.

For more information contact: NAEIR, P.O. Box 8076, Galesburg, IL 61402, 309/343-0704.

NATIONAL CLEARINGHOUSE OF REHABILITATION TRAINING MATERIALS houses a collection of materials and information not found in many traditional libraries. Rehabilitation personnel, educators, and related professionals can access materials for all handicapping conditions. The NCHRTM Memorandum is a free quarterly publication of available titles.

For more information contact: NCHRTM, Oklahoma State University, 115 Old USDA Building, Stillwater, OK 74078, 405/624-7650.

NATIONAL INFORMATION CENTER FOR HANDICAPPED CHILDREN AND YOUTH provides free information to interested parties helping children and youth with disabilities achieve their fullest potential. Services include: responses to specific questions, referrals to other sources, general information packets, current publications, and technical assistance.

For more information contact: NICHCY, P.O. Box 1492, Washington, DC 20013, 703/522-3332 (Voice or TDD), SpecialNet User Name: NICHCY.

NATIONAL RESTAURANT ASSOCIATION assists anyone interested in promoting food service employment for persons with disabilities. A variety of technical assistance services are available emphasizing use of existing local agency and association structures.

For more information contact: A. Phillip Nelan, National Restaurant Association, 311 First Street, Washington, DC 20001, 202/638-6100.

SPECIALNET is an electronic bulletin board sponsored by the National Association of State Directors of Special Education. It has up-to-date information on special education topics including vocational training. There is a $200 annual fee, plus billing for actual time connected to the system.

For more information contact: SPECIALNET, 11201 16th Street NW, Suite 404E, Washington, DC 20036, 202/296-1800.

Publications

Bellamy, G. T., Rhodes, L. E., Mank, D. M., & Albin, J. M. (1988). Supported Employment. Baltimore, MD: Paul H. Brookes Publishing Co.

An outline of goals critical to successful programs is followed by descriptions of employment models. Practical strategies are identified for parents, educators, and human serivice workers. 288 pp.

For price and ordering information contact: Paul H. Brookes Publishing Co., PO Box 10264, Baltimore, MD 21285-0624.

Brewner, M. M., McMahon, W. C., Paris, K. A., & Roche, M.P. (1984). Life Skills (2nd ed.). New York, NY: Educational Design, Inc.

Eight skillbooks are included in this series for young adults. The focus is preparation for successful employment, with specific skillbooks covering academic skills, attitudes towards work and daily living, and social skills.

For price and ordering information contact: Educational Design, Inc., 47 West 13th Street, New York, NY 10011, 212/255-7900.

DeStefano, L., Linn, R., & Markward, M. (1987) Review of Student Assessment Instruments and Practices, Revised. Champaign, IL: Transition Institute.

The current status of student assessment instrumentation and practices in special education student transition programs is discussed. Areas where current practices do not meet transition service needs are identified. 305 pp.

For price and ordering information contact: Transition Institute, College of Education, University of Illinois, 110 Education Building, 1310 South Sixth Street, Champaign, IL 61820, 217/333-2325.

DeStefano, L., & Rush, F. R. (1987). Supported Employment in Illinois: Assessment Methodology and Research Issues, Volume 2. Champaign, IL: Transition Institute.

Three papers are included that address the special demands supported employment places on vocational evaluation and assessment practices. 150 pp.

For price and ordering information contact: Transition Institute, College of Education, University of Illinois, 110 Education Building, 1310 South Sixth Street, Champaign, IL 61820, 217/333-2325.

Donovan, R. M. (Ed.). Vocational Training News. Alexandria, VA: Capitol Publications, Inc.

An independent weekly report on employment, training, and vocational education. Research, funding, and political developments are highlighted. Annual subscription rate is $231.00. 8-12 pp.

For more information contact: Capitol Publications, Inc., 1101 King Street, P.O. Box 1454, Alexandria, VA 22313-2054, 703/739-6444.

Eckstein, R. (Ed.). (1986). Handicapped Funding Directory (1986-87 Ed.). Marina Del Ray, CA: Research Grant Guides.

A guide to sources of funding in the United States for programs and services involving people with disabilities. Listings are included for associations, corporations, foundations, and federal agencies. Indices are provided for type and purpose of organization. 189 pp.

For price and ordering information contact: Research Grant Guides, P.O. Box 10726, Marina Del Ray, CA 90295.

Farr, J. M., Gaither, R., & Pickrell, R. M. (1987). The Work Book. Mission Hills, CA: Glencoe Publishing Company.

A workbook text demonstrating the skills needed to get a job. Information on employer expectations, self-assessment, and job searching techniques is included.

For price and ordering information contact: Glencoe Publishing Company, 15319 Chatsworth Street, Mission Hills, CA 91345.

Flanagan, M., Coordinator. Career Assessment Instrument Resource Guide. Columbia, MO: Instructional Materials Laboratory.

As a supplement to professional assessment training, this guide assists all staff in understanding each phase of educational assessment. After describing the phases of assessment, the text reviews several instruments for each assessment category. 207 pp.

For price and ordering information contact: Instructional Materials Laboratory, 10 Industrial Education Building, University of Missouri-Columbia, Columbia, MO 65211, 314/882-2883 or 800/392-7217 in Missouri only.

Hume, M. (Ed.). Education of the Handicapped. Alexandria, VA: Capitol Publications, Inc.

An independent biweekly newsletter on legislation, programs, and funding for special education. Annual subscription rate is $180.95. 10-14 pp.

For more information contact: Capitol Publications, Inc., 1101 King Street, P.O. Box 1453, Alexandria, VA 22313-2054, 703/739-6500.

Leach, L. N., & Harmon, A. S. (1987). Annotated Bibliography on Transition from School to Work, Volume 2. Champaign, IL: Transition Institute.

Literature on evaluation methodology, efficacy of secondary and transitional services, and related topics are reviewed with an abstract and descriptors. Structured like Volume One, there are no duplicate entries. 231 pp.

For price and ordering information contact: Transition Institute, College of Education, University of Illinois, 110 Education Building, 1310 South Sixth Street, Champaign, IL 61820, 217/333-2325.

Lou Harris and Associates, Inc. (1987). The ICD Survey II: Employing Disabled Americans. New York, NY: International Center for the Disabled.

Survey data were collected from 920 employers nationwide. Descriptions of employer attitudes, policies, and experiences pertaining to the hiring training, retention, and job performance of persons with disabilities are presented. A series of initiatives which relevant groups could enact to further employment opportunities is included. 110 pp.

For price and ordering information contact: International Center for the Disabled, 340 East 24th Street, New York, NY 10010, 212/679-0100, TTY: 212/889-0372.

Marcon, M., & Worthington, M. (1984). Twelve Steps to Finding a Job Under $30,000 in Four Weeks. Englewood Cliffs, NJ: Prentice-Hall, Inc.

Various job search techniques for employment are presented. The focus is on self-help skills for the individual. The book is written for the general public.

For price and ordering information contact: Prentice-Hall, Inc., Englewood Cliffs, NJ 07632

Marks, E. & Lewis, A. (1983). Job Hunting for the Disabled. Woodbury, NY: Barron's Educational Series, Inc.

Written for persons with a disability, this book first discusses the current status of the job market, self-assessment of skills, and evaluating job accommodations. The job hunting process and alternatives are then described. 262 pp.

For price and ordering information contact: Barron's Educational Series, Inc., 113 Crossways Park Drive, Woodbury, NY 11797.

McCray, P. M. (1987). The Job Accommodation Handbook. Verndale, MN: RPM Press, Inc.

The manual explains the job accommodation process and provides steps for successful job modifications. Examples of accommodations and first-hand experiences of employers are included to assist vocational rehabilitation staff, employers, and related professionals. 192 pp.

For price and ordering information contact: RPM Press, Inc., Verndale, MN 56481.

Michalski, C., Project Director. (1986) Ready, Willing, and Able. Madison, WI: Vocational Studies Center.

This life and career planning series for women with disabilities consists of three parts; a video tape series, a student/client workbook, and a two volume staff handbook.

For price and ordering information contact: Vocational Studies Center, University of Wisconsin-Madison, 964 Educational Sciences Building, 1025 West Johnson Street, Madison, WI 53706, 608/263-3152.

Morales, C. (Managing Ed.). Employment and Training Reporter. Washington, D.C.: Ruttenberg, Kilgallon & Associates, Inc.

A weekly review of current issues, legislation, and programs related to employment and training. Annual subscription rate is $628. 18-25 pp.

For ordering information contact: Ruttenberg, Kilgallon & Associates, Inc., 1211 Conn. Avenue N.W., Washington, D.C. 20036, 202/293-1756.

Phoenix, D. D. (1985). RX 4LD: How to Join the Job Club. Novato, CA: Academic Therapy Publications.

Learning disabilities teachers are presented with methods for increasing student learning. The process of teaching/learning is examined in relation to self-awareness levels and learning environments. Employment skills are developed using this process. 148 pp.

For price and ordering information contact: Academic Therapy Publications, 20 Commercial Boulevard, Novato, CA 94947-6191.

Robinson, C., & Rowekamp, J. (1985). Speaking Up at Work. New York, NY: Oxford University Press.

Written for adults with limited English proficiency, the competency-based textbook is useful for native-speaking youth and young adults who need employment readiness skills. Language for social interaction, worker flexibility, and job policies and procedures are presented. 178 pp.

For price and ordering information contact: Oxford University Press, 200 Madison Avenue, New York, NY 10016, 201/796-8000.

Rush, F. R. (Ed.). (1986). Competitive Employment Issues and Strategies. Baltimore, MD: Paul H. Brookes Publishing Co..

Preparing persons with disabilities for competitive employment is the topic of this text. Section one introduces the topic of competitive employment and supported work and describes five successful programs. Methods for use in training people for competitive employment is the focus of section two. Section three discusses issues related to competitive employment. 363 pp.

For price and ordering information contact: Paul H. Brookes Publishing Co., P.O. Box 10624, Baltimore, MD 21285.

Rush, F. R. (Ed.). Interchange. Champaign, IL: Secondary Transition Intervention Effectiveness Institute.

Each issue of this quarterly publication highlights the Transition Institute's activities. Also included is an article on concepts and issues in transition from school to work for persons with disabilities.

For price and ordering information contact: Interchange, Secondary Transition Intervention Effectiveness Institute, College of Education, University of Illinois at Urbana-Champiagn, 110 Education Building, 1310 South 6th Street, Champaign, IL 61820, 217/333-2325.

Scheiber, B., & Talpers, J. (1987). Unlocking Potential. Bethesda, MD: Adler & Adler, Publishers, Inc.

Learning disabilities are defined. College and other educational options for persons with a learning disability are discussed. Choosing a program and courses, using accommodations, developing study skills, and finding support and program access are presented. 195 pp.

For price and ordering information contact: Adler & Adler, Publishers, Inc., 4550 Montgomery Avenue, Bethesda, MD 20814.

Social Security Administration. (1987). A Summary Guide to Social Security and Supplemental Security Income Work Incentives for the Disabled and Blind. Washington, DC: Author.

A reference booklet explaining current Social Security regulations that affect employment for persons with disabilities.

To obtain a copy contact your regional Social Security Administration office and request SSA Publication Number 64-030, ICN 436900, July, 1987.

Stern, G. (Ed.). PWI FORUM. Minneapolis, MN: Multi Resource Centers, Inc.

The Project With Industry's quarterly informational newsletter for business, community, and government leaders. Upcoming events and descriptions of current projects make this newsletter useful to anyone involved in employment of people with disabilities.

For price and ordering information contact: Multi Resource Centers, Inc., 1900 Chicago Avenue, Minneapolis, MN 55404, 612/871-2402.

Tindall, L., Gugerty, J., Dougherty, B., & Heffron, T. (1986-87). Replicating Jobs in Business and Industry for Persons with Disabilities, Volumes I and II. Madison, WI: Vocational Studies Center.

Each volume contains seventy descriptions of jobs held by persons with a disability and resources for job replication. Sales techniques and inservice training programs for job development are included in Volume I. Volume II discusses the vocational transition process, providing examples and references. 203 pp., 210 pp.

For price and ordering information contact: Vocational Studies Center, University of Wisconsin-Madison, 964 Educational Sciences Building, 1025 West Johnson Street, Madison, WI 53706, 608/263-3152.

Wehman, P., Moon, M. S., Everson, J. M., Wood, W., & Barcus, J. M. (1988). Transition from School to Work. Baltimore, MD: Paul H. Brookes Publishing Co.

Developing successful transition programs for adolescents with disabilities is presented in three steps; preparing for transition during school years, initiating transition program planning, and developing employment options and successful placements. 315 pp.

For price and ordering information contact: Paul H. Brookes Publishing Co., PO Box 10624, Baltimore, MD 21285-0624.

Training Programs

ASSOCIATION FOR RETARDED CITIZENS OF THE UNITED STATES-NATIONAL EMPLOYMENT AND TRAINING PROGRAM The ARC-US developed a program to create clerical aide positions for workers with mental retardation in financial institutions. The entry-level office worker performs support functions requiring modest skills while receiving a competitive wage and fringe benefits. Clerical aides could be hired in a variety of office settings. A pamphlet explaining the project, flyers for financial institutions, and contact staff information are available..

For more information contact: ARC National Employment and Training Program, ARC-US, 2501 Avenue J, Arlington, TX 76006, 817/640-0204.

FRANCHISING BOATWORKS AND CLEANSWEEP Two successful job training programs in Oakland, California have been designed to be replicated elsewhere. Both programs train persons with developmental disabilities for employment in mobile work crews. One week internships are available for interested agencies.

For more information contact: Stepping Stones, 1720 Adeline Street, Oakland, CA 94607, 415/834-3990.

HOSPITAL INDUSTRIES PROJECT The Maine Medical Center has developed hospital job training sites for persons with developmental disabilities. In cooperation with state agencies four models have been established in this Hospital Industries Project: sheltered employment, transitional employment, on-the-job training, and specific skills training.

For more information contact: The Maine Medical Center, Dept. of Rehabilitation Medicine, Portland, ME 04102, 207/871-2463.

PROJECT PLANTWORK This Project With Industry program assists horticultural businesses in the employment of persons with a developmental disability. Materials describe the program and job development, placements, wage subsidies, and results. Employers can call to announce job openings to agencies within their geographic area having qualified applicants.

For more information contact: National Council for Therapy and Rehabilitation through Horticulture, 9220 Wightman Road, Suite 300, Gaithersburg, MD 20879, 1-800-634-1603.

Sources of Information for Serving Persons with Disabilities Toll Free Telephone Numbers

Alzheimer's Disease & Related Disorders Center in IL	800-621-0379 800-572-6037
AMC Cancer Information Center	800-525-3777
American Cleft Palate Educational Foundation CleftLine	800-24-CLEFT
Center in Pennsylvania	800-23-CLEFT
American Council of the Blind	800-424-8666
American Diabetes Association	800-232-3472
American Foundation for the Blind	800-AFBLIND
American Kidney Fund	800-638-8299
Center in Maryland	800-492-8361
American Leprosy Missions (Hansens Disease)	800-543-3131
American Liver Foundation	800-223-0179
American Medical Radio News	800-621-8095
American Paralysis Association	800-225-0292
American Tuberous Sclerosis Association	800-446-1211
Assn. for Retarded Citizens of the United States	800-433-5255
Assocation of Heart Patients Heartline	800-241-6993
AT & T National Special Needs Center	800-222-4474 800-233-1222
(TDD)	800-833-3232
Better Hearing Institute Hearing Helpline	800-424-8576
Cancer Information Service	
National Line	800-4-CANCER
Center in Oahu, HI	800-524-1234
Captioned Films for the Deaf	800-237-6213
Center for Special Education Technology Info. Exchange	800-345-8324
Childfind	800-426-5678
Children's Defense Fund	800-424-9602
Closer Look LD Teen Line	800-522-3458
Cornelia de Lange Syndrome Foundation	800-223-8355
Cystic Fibrosis Foundation	800-638-8815
D. T. Watson Rehab Hospital	800-223-8806
Educators Publishing Service, Inc.	
Specific Language Disabilities (Dyslexia)	800-225-5750
Center in Massachusetts	800-792-5166
Epilepsy Foundation of America	800-EFA-1000
Epilepsy Information Line	800-426-0660
ERIC Clearinghouse on Adult, Career, and Vocational Educ.	800-848-4815
Foundation Center	800-424-9836
Handicapped Media, Inc.	800-321-8708
Heartlife	800-241-6993

National Child Abuse Hotline	800-422-4453
National Committee for Citizens in Education	800-NET-WORK
National Crisis Center for the Deaf	800-446-9876
Center in Virginia	800-552-3723
National Cystic Fibrosis Foundation	800-344-4823
National Down Syndrome Congress	800-232-6372
National Down Syndrome Society	800-221-4602
National Easter Seal Society	800-221-6827
National Eye Care Project Hotline	800-222-EYES
National Headache Foundation	800-843-2256
Center in Illinois	800-523-8858
National Hearing Aid Society	800-521-5247
National Health Information Clearinghouse	800-336-4797
National Hearing Aid Society	800-521-5247
National Hotline for Missing Children	800-843-5678
National Information Center for Educational Media	800-421-8711
National Information Center for Orphan Drugs and Rare Diseases	800-336-4797
National Information System for Health Related Services (NIS)	800-922-9234
National Library Services for the Blind & Physically Handicapped	800-424-8567
National Multiple Sclerosis Society	800-822-3379
National Organization on Disability	800-248-ABLE
National Parkinson Foundation	800-327-4545
Center in Florida	800-433-7022
National Rehabilitation Information Center	800-34-NARIC
National SIDS Foundation	800-221-SIDS
National Special Needs Center	800-233-1222
(TDD)	800-833-3232
National Spinal Cord Injury Hotline	800-526-3456
Center in Maryland	800-638-1733
National Tuberous Sclerosis Assn., Inc.	800-CAL-NTSA
Occupational Hearing Services (O.H.S.)	800-222-EARS
Office of Health Promotion & Disease Prevention Health Information Center	800-336-4797
Orton Dyslexia Society	800-222-3123
Parents Anonymous Hotline	800-421-0353
Center in California	800-352-0386
Parkinson's Education Program	800-344-7872

HEATH Resource Center	800-54-HEATH
Huntington's Disease Society of America	800-345-4372
IBM National Support Center for Persons with Disabilities	800-IBM-2133
Insurance Hotline	800-423-8000
International Shriners	
Headquarters	800-237-5055
Center in Florida	800-282-9161
Job Accommodation Network	800-526-7234
Center in West Virginia	800-526-4698
Job Opportunities for the Blind (JOB)	800-638-7518
Juvenile Diabetes Foundation International	800-223-1138
Lung Line (lung disorders, allergies)	800-222-LUNG
National Adoption Center	800-TO-ADOPT
National Association for Hearing and Speech Action	800-638-8255
National Association for Sickle Cell Disease	800-421-8453
National Asthma Center	800-222-5864
National Captioning Institute	800-528-6600
National Center for Stuttering	800-221-2483
National Center for the Prevention of Sudden Infant Death Syndrome	800-638-7437
Resource Center for the Handicapped	800-22-SHARE
Retinitis Pigmentosa Assoc. International	800-344-4877
Retinitis Pigmentosa Foundation Fighting Blindness	800-638-2300
Social Security Administration (SSA) (TDD)	800-325-0778
Special Education Action Committee	800-222-7322
Special Education Software Center	800-327-5892
Spina Bifida Hotline	800-621-3141
Tele-Consumer Hotline	800-332-1124
Tripod Service for Hearing Impaired	800-352-8888
Center in California	800-346-8888
United Cerebral Palsy Assn.	
National Headquarters, NYC	800-USA-1UCP
Governmental Activities Office Washington, DC	800-USA-2UCP
Washington PAVE	800-5-PARENT
Washington State Developmental Disabilities Budget Coalition Hotline	800-562-0910
Washington State Legislative Hotline	800-662-6000

From: The National Information Center for Handicapped Children and Youth (NICHCY), P.O. Box 1492 Washington, DC 20013

Appendix A

REPLICATING JOBS IN BUSINESS & INDUSTRY FOR PERSONS WITH DISABILITIES

JOB REPLICATION FORM

Purpose

The purpose of the Jobs Replication Form is to obtain information about jobs persons with disabilities perform in business and industry and in the public sector.

People with disabilities need role models that help raise their aspirations and expectations about jobs they can perform. Teachers, counselors, job placement personnel and employers also need exemplary employment models to use when working with people who are disabled. The information you supply will help us to create a catalog of job descriptions that provides these role models.

Instructions for Completing the Jobs Replication Form

The Jobs Replication Form is divided into three sections:

1. General Information about your business or industry.
2. Job Information about a particular job performed successfully by a particular employee who is disabled. Please select one specific disabled employee and describe that person's job.
3. Considerations that enabled this person to be hired initially and to succeed in this job.

PLEASE READ EACH QUESTION CAREFULLY

Complete each question by checking those items that best answer the question or by writing the information requested. You will need approximately 20 to 30 minutes to complete this form. Please feel free to photocopy the Jobs Replication Form if you wish to provide information about more than one employee with a disability.

REMINDER - PLEASE COMPLETE THIS FORM FOR ONLY ONE EMPLOYEE

Release of Information

Please sign the following release of information.

Permission is granted to include the information on this form in a catalog of jobs that will serve as role models for employing persons with disabilities.

(Company) ____________________ (Signature) ____________________

(Date) ____________________ (Title) ____________________

Please send your completed Jobs Replication Form in the business reply envelope to:

Lloyd W. Tindall
Vocational Studies Center
University of Wisconsin-Madison
964 Educational Sciences Bldg.
1025 W. Johnson Street
Madison, WI 53706

THANK YOU FOR YOUR HELP.

Vocational Studies Center
School of Education • University of Wisconsin-Madison

Section I GENERAL INFORMATION

____
(Company Name)

____
(Address)

____
(City, State, Zip)

____
(Person who completed this form) (Title)

____
(Person to contact for more information) (Title)

( ) ______________________________
(Telephone Number)

1. **Description of Company**

Please describe your company (include main product or service). ______________________________

____

____

2. **Number of Employees**

Total Company __________ This Site __________

3. **Worker's Disability**

____

Section II JOB INFORMATION

4. **Title of Position Held by Employee Who is Disabled**

____

5. **Work Schedule**

Status: ___ Permanent ___ Seasonal ___ Temporary

Number of days per week ______________

Total hours per day ______________

Time of work __________ a.m. p.m. to __________ a.m. p.m.

Rotating shifts? ___ Yes ___ No

6. **Standard Amount of Direct Supervision Provided**

___ none
___ minimal
___ moderate
___ maximal

7. **Employment History**

Time with the company ______________

Time in this position ______________

8. **Probationary Period** ___ No ___ Yes

If yes, how long? ______________

9. **Wages**

___ Hourly $ _____._____ per hour

___ Salaried $ __________ per month

10. **Benefits**

___ None
___ Paid vacation
___ Paid holidays
___ Paid sick days
___ Pension
___ Life Insurance
___ FICA
___ Worker's compensation
___ Unemployment compensation
___ Medical insurance
___ Dental insurance
___ Other (specify)

____

11. **Examinations Required**

___ None
___ Physical
___ Hearing
___ Vision
___ Other (specify)

____

12. **Work Setting (e.g., farm, office, factory)**

(specify) ______________________________

13. **Academic Credentials Required**

___ None
___ GED
___ High school diploma
___ Associate degree
___ Bachelor's degree
___ Master's degree
___ Doctorate

___ Certificate (specify)
____

___ License (specify)
____

___ Other (specify) ______________________

14. **Other Job Requirements**

___ None
___ Age (minimum/maximum) ______________
___ Driver's license
___ Own vehicle
___ Uniform
___ Union membership
___ Polygraph
___ Bondable

___ On call
___ Dress code
___ Civil Service exam
___ Other (list)
____

15. **Work Experience**

___ None ___ Preferred ___ Required

Describe

____

____

16. **Environmental Conditions Related to This Job**

___ Hot
___ Cold
___ Humid
___ Dry
___ Wet
___ Dust
___ Dirt
___ Odors
___ Noise
___ Inadequate ventilation
___ Inadequate lighting
___ Vibration

___ Mechanical hazards
___ Moving objects
___ Cramped quarters
___ High places
___ Burns
___ Electrical hazards
___ Explosives
___ Radiant energy
___ Toxic conditions
___ None

___ Other (specify)
____

17. **Special Conditions**

___ None
___ High rate of production
___ Precision/quality
___ Distracting conditions
___ High level of stress (deadlines, etc.)

___ Other (specify)______________________

____

18. **Work Group (check all that are appropriate)**

___ Works alone ___ Small group (1 - 10)

___ One-to-one ___ Large group (11 or more)

19. **Narrative Description of the Job**
(please describe the job in your own words -- include specific tasks)

____

____

____

____

____

20. **Physical Demands of This Job** (estimate percentage for each category -- answers to A, B, C, and D should total 100%)

A. SEDENTARY WORK (lift 10 lbs. max., limited walking or standing) _____% of time

B. LIGHT WORK (lift 20 lbs., carry 10 lbs. max., stands up to operate equipment, also walks) _____% of time

C. MEDIUM WORK (lift 50 lbs., carry 25 max., walks, stands continuously during some operations) _____% of time

D. HEAVY WORK (lift 100 lbs. max., carry up to 50 lbs.) _____% of time

21. **Physical Activities Performed on This Job**

___ Push
___ Pull
___ Reach
___ Run

___ Climb
___ Balance
___ Stoop
___ Kneel

___ Crouch
___ Crawl
___ Sit
___ Turn

___ See
___ Color vision
___ Depth perception
___ Hear

___ Sense of smell
___ Sense of taste
___ Sense of touch
___ Finger dexterity

___ Other (specify) ______________________________________

22. Duties of This Worker (check if SIGNIFICANT part of the job)

A. Leadership/Administrative/Managerial Tasks

___ Provide leadership
___ Develop company policies
___ Implement company policies
___ Recruit, hire, and terminate personnel
___ Specify goals and work tasks of others
___ Supervise personnel
___ Represent the company at internal functions
___ Represent the company at external functions
___ Report to a board of directors

___ Other (specify) ____________________

B. Problem Solving/Reasoning Tasks

___ Determine own work activities
___ Recognize and use appropriate procedures
___ Conduct work activities in appropriate sequence
___ Obtain resources needed to carry out work (e.g., equipment, materials, personnel, funds)
___ Recognize the effects of changing quantity or quality of materials
___ Collect and organize information
___ Analyze and synthesize information
___ Identify alternative approaches/solutions
___ Review progress periodically
___ Evaluate for accuracy and completeness
___ Correct deficiencies
___ Summarize and draw conclusions
___ Devise new ideas and better work methods

___ Other (specify) ____________________

C. Communication Tasks

___ Listen
___ Follow intent of oral directions
___ Talk
___ Speak clearly
___ Use appropriate vocabulary and grammar
___ Stay on the topic in job-related conversations
___ Report accurately what others have said
___ Give clear oral instructions and directions
___ Explain activities and ideas clearly
___ Effectively present information to groups

___ Other (specify) ____________________

D. Writing Tasks

___ Copy accurately
___ Write legibly
___ Complete forms accurately (e.g., invoices, sales slips, requisitions)
___ Write sentences in standard English (e.g., spelling, word choice)
___ Organize, select, and relate ideas in writing (e.g., correspondence, messages, memos)
___ Produce intelligible written documents (e.g., research reports and summaries)
___ Identify and correct errors in writing

___ Other (specify) ____________________

E. Reading Tasks

___ Identify work-related symbols/signs
___ Read simple directions
___ Read technical information

___ Other (specify) ____________________

F. Computer Tasks

___ Enter data into computers
___ Access data from computers
___ Perform word processing
___ Write programs
___ Perform systems analysis

___ Other (specify) ____________________

G. Mathematical Tasks

___ Count
___ Understand order (e.g., first, second, last)
___ Understand concepts of greater than & less than
___ Handle basic calculations (+, -, x, /)
___ Estimate quantities needed to do a job
___ Calculate costs (e.g., interest, discounts, depreciation, prices, taxes)
___ Use numerical values from charts, diagrams, tables
___ Construct diagrams, charts, records using numerical calculations
___ Make and use measurements (standard, metric)
___ Use formulas (translating, substituting values)
___ Prepare budgets

___ Other (specify) ____________________

H. Manual/Perceptual Tasks

___ Eye-hand coordination
___ Hand work (e.g., sort, fold, pack)
___ Construct, fabricate or assemble materials
___ Use job-specific hand tools & equipment (specify)

____

____

___ Operate job-specific power tool(s) (specify)

____

____

___ Set up machine(s)

___ Operate machines(s) (specify)

____

____

___ Tend machine(s) (specify)

____

___ Use keyboard skills

___ Develop visual presentations (e.g., charting, drawing, illustrating)

___ Other (specify) ____________________

I. Other Significant Duties or Job Features Not Covered in Items A through I (describe)

____

____

Section III

CONSIDERATIONS FOR THIS HANDICAPPED WORKER

23. Limitation(s) of the Employee

A. Personal/Social Limitations

___ Low frustration tolerance
___ Acceptance of supervision
___ Interactions with coworkers
___ Other (specify)

B. Limitations on Work Assignment

___ Cannot work alone
___ Cannot work in a group
___ Other (specify)

C. Academic Limitations

___ Reading
___ Writing
___ Spelling
___ Mathematics
___ Other (specify)

D. Communicative Limitations

___ Remembering
___ Hearing
___ Speaking
___ Following spoken directions
___ Following written directions
___ Other (specify)

E. Physical Limitations

___ Vision
___ Feeling/sensory
___ Handling, fingering
___ Lifting, carrying
___ Pushing, pulling
___ Standing, walking
___ Kneeling, squatting
___ Limited stamina
___ Other (specify)

F. Health Limitations

___ Chronic pain
___ Allergies
___ Respiratory problems
___ Circulatory problems
___ Other (specify)

24. Personal Strengths

Please list the three strengths that are most important to this employee's success in this job.

25. Financial Incentives

Did you receive any financial support for hiring this employee (e.g., targeted jobs tax credit, on-the-job training wage subsidy)? ___ No ___ Yes If yes, please describe.

26. Training

A. What is the standard training period for this job? ________ hours ________ days ________ months

B. Was any special training required for this worker after hiring? ___ No ___ Yes

If yes, please describe. ________________

Who provided this instruction?
(e.g., job coach, supervisor) ________________ How often was/is this special training required? ________________

Please describe any special training materials used. ________________

Does the company recognize completion of this special training? ___ No ___ Yes If yes, please indicate.

___ Grade ___ Certificate ___ Entered permanent employment ___ Wage increase Other ________________

27. **Job Accommodations** Were any accommodations required to maintain this employee on this job? ___ No ___ Yes If yes, please describe below.

Type of Accommodation	Describe Problem	Describe Solution	Estimated Additional $ Cost &/or Staff Time
A. JOB PLACEMENT/FOLLOW-UP (e.g., Job Service, Vocational Rehabilitation)			
B. JOB COACHING (training and support provided by outside agency) . . .			
C. SUPERVISION (e.g., monitoring by a co-worker)			
D. JOB RESTRUCTURING (e.g., sharing jobs, job ladders)			
E. SCHEDULE (e.g., diabetic's frequent meal breaks, Flextime). . . .			
F. JOB TASKS (e.g., sales by phone for mobility impaired) . . .			
G. PERSONAL ASSISTANCE (e.g., health aide, interpreter)			
H. AIDS AND DEVICES (e.g., TTY, Braille typewriter, puff control). .			
I. EQUIPMENT (e.g., lowering bench, oversized knobs or handles).			
J. WORKSITE (e.g., rearranging work area).			
K. BUILDING (e.g., accessible bathroom, ramp).			
L. TRANSPORTATION (e.g., public, private, or family). . .			
M. COUNSELING (e.g., career, financial, or mental health). . . .			
N. OTHER (please specify)			

What other factors would help another employer replicate this job for someone with a similar disability?

____

____

THANK YOU VERY MUCH FOR YOUR HELP

Appendix B

YOU CAN HELP US EXPAND
JOB OPPORTUNITIES IN BUSINESS
AND INDUSTRY FOR PERSONS WITH DISABILITIES

In Two Ways

1. Identify and submit information on a job held by a person with a disability by completing the Job Replication Form. See Appendix A page 195.
2. Identify employers of persons with disabilities by completing the form below.

FILL OUT AND MAIL YOUR JOB REPLICATION FORM AND EMPLOYER FORM TO:

Lloyd W. Tindall
Vocational Studies Center
University of Wisconsin-Madison
964 Educational Sciences Bldg.
1025 W. Johnson St.
Madison, WI 53706

or call (608) 263-3415 and give us the information by telephone

Employer Form

JOBS REPLICATING JOBS FOR HANDICAPPED PERSONS IN AMERICAN BUSINESS & INDUSTRY

Help us by supplying names of employers of handicapped workers:

1. ____
COMPANY NAME ADDRESS CITY STATE ZIP
( )
CONTACT PERSON TELEPHONE NUMBER TYPE OF JOB

2. ____
COMPANY NAME ADDRESS CITY STATE ZIP
( )
CONTACT PERSON TELEPHONE NUMBER TYPE OF JOB

Your Name & Phone Number: ____________________ ( )

Your address, city, state, zip: ____________________